

**2015-16 Annual Report  
Non-Teaching Academic Staff Review Committee**

**Members:**

Tina Current  
Sharon Gosz  
Jennifer Hack  
Keith Kunkel  
Kristin Roosevelt, Chair  
Jean Salzer  
Donna Wier

**Charter:**

**The purpose of the Non-Teaching Academic Staff Review Committee is to review non-teaching academic staff members who are recommended for indefinite status by their supervisors and to make a recommendation to the appropriate dean/division head.**

**Meetings:**

Twenty-four (24) meetings were scheduled from September 24, 2015 through July 28, 2016. Thirteen (13) meetings were held during that time period.

**Major Accomplishments/Actions:**

- Eleven (11) files were reviewed and recommendations made to appropriate deans/division heads.
- The committee reviewed the NTASRC Bylaws and Operating Policies and Procedures. No changes were made for this academic year
- The committee reviewed and approved, with minimal revisions, the *Preparing Your File for Indefinite Review Workshop* PowerPoint slides.
- The committee prepared and facilitated two *Preparing Your File for Indefinite Review* workshops during the 2015-2016 academic year. The Fall 2015 workshop was held on October 22, 2015 and the Spring 2016 workshop was held on February 11, 2016. Over eighty (80) academic staff members and supervisors attended the workshops.
- The committee Chair (Kristin Roosevelt) represented the NTASRC at the Academic Staff *How can I Be of Service Workshop* on December 1, 2015.