

## **NON-TEACHING ACADEMIC STAFF REVIEW COMMITTEE BYLAWS**

### **ARTICLE I PURPOSE AND RESPONSIBILITIES**

#### Section 1 Purpose

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.

#### Section 2 Responsibilities

In accordance with UWM Academic Staff Personnel Policies and Procedures Chapters 103.02 and 107.03, the Committee conducts a review of each candidate's employment history at the University according to the requirements of the candidate's position and the professional standards of the academic staff. The Committee must provide a written recommendation to the appropriate dean/division head within thirty days after receiving the request for advice from the dean/division head.

Committee members must vote in all cases except where a clear conflict of interest exists (see "Operating Policies and Procedures of the Non-Teaching Academic Staff Review Committee," Section VIII).

To ensure a thorough review and privacy of the candidate, Committee members must respect the strictest standards of confidentiality. The contents of the review file, additional information, and the Committee deliberations must not be revealed to non-members of the Committee, except as legally mandated. A written recommendation is sent to the dean/division head and the candidate but must not be revealed to anyone else without the written consent of the candidate.

At its first meeting of the committee year, the Committee reviews the "Operating Policies and Procedures of the Non-Teaching Academic Staff Review Committee" and "Review of Non-Teaching Academic Staff for Indefinite Appointment" and submits recommended changes to the Senate of the Academic Staff for approval. The "Operating Policies and Procedures of the Non-Teaching Academic Staff Review Committee," as amended, become effective upon approval. Any changes to the "Review of Non-Teaching Academic Staff for Indefinite Appointment" become effective the first day (September 1) of the committee year following approval.

Each year, no later than October 15, the Committee publishes the "Review of Non-Teaching Academic Staff for Indefinite Appointment," "Operating Policies and Procedures of the Non-Teaching Academic Staff Review Committee," and a schedule of meetings and distributes them to the Chancellor, deans, division heads, and probationary non-teaching academic staff members.

### **ARTICLE II MEMBERSHIP**

#### Section 1 Structure

The Committee consists of seven non-teaching academic staff members with indefinite appointment elected by non-teaching academic staff members holding probationary or indefinite appointments. No more than two members may be from the College of Letters and Science, and no more than one may be from any other school/college/division at the time of their election to the committee.

(AS Doc 71, 2/2012 revision)

#### Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with standard Academic Staff Operating Guidelines.

### Section 3 Term of Office

All members serve three-year terms. No member may serve consecutive three-year terms. The committee year is September 1 through the following August 31.

### Section 4 Absences

Participation of the entire Committee membership is essential to insure a timely and equitable review of each candidate. Members who miss six meetings within any consecutive twelve-months forfeit their committee membership. There are no excused absences.

### Section 5 Vacancies

If a vacancy occurs, the position is filled by the eligible candidate who received the next highest number of votes in the most recent election. That candidate will serve the remainder of the term associated with the vacancy. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the term of service.

(AS Doc 40 approved by AS Senate 5/2009, revised 7/14/2009)

## ARTICLE III ORGANIZATION

### Section 1 Officers

The officers are the Chair and Secretary. Other officers are appointed by the Committee as necessary.

#### A. Responsibilities

The Chair presides at meetings; communicates on behalf of the Committee with dean/division heads and review candidates; forwards official files of the Committee, including minutes of meetings and records of official actions, to the Secretary of the University's Office; appoints subcommittees to perform other tasks, as appropriate; prepares and distributes the agenda for all meetings; and is the liaison with the Academic Staff Committee.

The Secretary takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created.

#### B. Eligibility

In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to their term of office. Other offices may be held by any Committee member regardless of prior length of Committee service

#### C. Election, Term of Office, Vacancies

Officers are elected for a one-year term that begins on September 1. Elections take place at a regular committee meeting within one month after the annual academic staff elections. Officers may not serve more than two consecutive terms. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

### Section 2 Meetings

#### A. Regular and Special Meetings

No later than September 15, the Chair calls the first meeting at which the Committee establishes a schedule of monthly meetings. The Chair calls special meetings as needed or at the request of two or more Committee members.

B. Quorum

A quorum consists of four members.

C. Standing Rules

All Committee meetings are conducted according to the latest edition of Robert's Rules of Order, unless otherwise specified in these bylaws.

D. Agenda

The agenda is distributed prior to each meeting. Any Committee member or non-teaching academic staff member may place an item of business on the agenda of any regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings once the agenda has been distributed.

#### ARTICLE IV AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a Committee member and must be placed on the agenda prior to a regularly scheduled meeting. Amendments must be approved by a majority vote of both the Non-Teaching Academic Staff Review Committee and the Senate of the Academic Staff. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency of language prior to final approval by the Senate. Any approved bylaws amendment(s) must be reported at the next regular meeting of the academic staff.

NTASRC Bylaws

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