

## **Non-Teaching Academic Staff Review Committee (NTASRC)**

### **Electronic File Submission Guidelines**

#### *Electronic File Creation*

The NTASRC requires one electronic copy in a PDF document. Please insert a blank page between sections and make sure that all pages are numbered (handwritten or electronically). Page 1 of your file begins with a detailed Table of Contents (see example below).

#### *Submission*

Submit the electronic file to the Secretary of the University's Office c/o Christine Roberson (robersoc@uwm.edu) in the method that you prefer (e.g., OneDrive, or SharePoint).

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**Jane Q.  
Student Services Program Manager  
Student Affairs**

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Revised September 2021