

**Non-Teaching Academic Staff Review Committee**  
**Operating Policies and Procedures**

- I. The Bylaws of the Non-Teaching Academic Staff Review Committee (NTASRC), (hereinafter "Committee") stipulate that the Committee will, at its first meeting of each academic year, set and publish a schedule of meetings for the entire year, and that the Committee will, at its first meeting of each year, review the "Operating Policies and Procedures" for necessary and desirable changes.
- II. The Dean/Division Head will request the Committee's advice on a recommendation for promotion to indefinite appointment by transmitting **one (1) electronic copy** of the candidate's Review File to the Secretary of the University(SECU).
- III. An explanatory letter will be sent to the Dean/Division Head if the file does not follow the format prescribed in the "Review of Non-Teaching Academic Staff for Indefinite Appointment" or if it is incomplete.
- IV. The candidate under consideration shall be notified nine (9) working days in advance of the date, time, and location of consideration of their case. Unless the candidate requests an open meeting, the Committee will meet in closed session.

An Acknowledgment Form will be provided on which the candidate shall confirm receipt of the notice and also indicate their desire to have an open meeting and/or make a personal presentation to the Committee. The Acknowledgment Form must be returned to the SECU no later than five (5) working days prior to the scheduled meeting.

If the acknowledgment is not received within this time limit, the scheduled review by the Committee may be cancelled. In this case, the candidate and the Dean/Division Head will be sent a ten (10) working days' notice. Failure of the candidate to respond to the second notice will result in a cancelled review notice being sent to the Dean/Division Head.

- V. Each member of the Committee will receive secure Web access to the complete electronic copy of the Review File. A copy of each candidate's correspondence and outcome will be retained in the official files of the SECU.
- VI. The Chair may appoint internal subcommittees to assist the Committee in obtaining additional information.
- VII. The quorum of four members is required to conduct official Committee business. Members participating via teleconference will be included as present.
- VIII. All Committee actions on recommendations to indefinite appointment shall require a simple majority vote of those eligible to vote. Any Committee member can choose to recuse themselves from voting to avoid a conflict of interest; however, a Committee member who participated as a supervisor in the decision to recommend the candidate for Indefinite Status to the Dean/Division Head must recuse themselves from committee deliberations and voting. Any member

who wishes to recuse themselves from a vote must do so before committee deliberations.

- IX. Written votes will be cast in one of three categories: 1) YES, 2) NO or 3) ABSTAIN.
  - a. Committee members who do not have sufficient information to make a decision may abstain from voting.
  - b. The minutes will record the number of votes in each category; however, if at least one member of the Committee calls for an open record of the vote *before the vote is taken*, the minutes will record the vote of each Committee member.
  - c. The written ballots will be preserved in the official files of the SECU. Ballots cast via teleconference will be completed by the Chair after all in-person votes are submitted.
- X. The Chair will forward the Committee's findings and its vote to the candidate's Dean/Division Head.
- XI. Committee members will delete/destroy their copies of Indefinite Review files within one month after the Committee has voted on a file.

Readopted October 1981  
Revised September 1985  
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