

**Academic Staff Codification Committee  
2020-21 Annual Report**

**Members:**

Renee Calkins  
Eric Dietenberger  
Tammy Howard, ex officio (SecU Rep)  
Elizabeth Jastrab  
Kathleen Koch (Chair)  
Abby Meddaugh  
Danielle Rintala

**Bylaws:**

The Codification Committee reviews and makes recommendations to the Academic Staff Committee and the Senate concerning all proposed additions and changes in existing academic staff personnel policies and procedures, committee bylaws and operating rules in order to assure clarity and consistency of language.

**Meetings:**

The committee met five times in 2020-21: September 18, 2020, October 23, 2020, November 20, 2020, May 25, 2021, and June 22, 2021.

**Major Accomplishments/Actions:**

Prompted by a request from one of the standing committees, the Codification Committee proposed revisions to gender-specific language in all standing committee bylaws and Academic Staff Personnel Policies and Procedures.

The committee raised a question about missed meetings while on approved official/family leave counting as absences. Upon receiving confirmation from the ASC that there are no excused absences or other exemptions to the attendance policy, the committee suggested that this information be distributed with the preference sheet so that prospective committee members would be able to assess their ability to meet attendance requirements.

The committee revised their own bylaws to eliminate the requirement of undertaking a systematic review of all university policies related to academic staff, replacing it with the requirement to review specific instances as they arise at the direction of the Academic Staff Committee.

The committee reviewed requested changes to ASPPP Chapter 104.3. Following a robust discussion that included the chair of the standing committee proposing the changes, other language was suggested and forwarded to the ASC for 104.3 and 104.4 to clarify that, regardless of prior service

credit, probationary status employees must complete at least one year in their current position to be eligible for indefinite status review.

They elected the 2021-22 chair (Abby Meddaugh) at the May meeting.