

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 Office of the Secretary of the University c/o Tammy Howard (tammyh@uwm.edu) in One Drive or SharePoint.

Sample Table of Contents

Jane Q.
Student Services Program Manager
Student Affairs

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