

**Academic Staff Codification Committee
2022-23 Annual Report**

Members:

Andrea Azarian, School of Education
Jill Budny, Division of Academic Affairs
Josh Ebert, Division of Finance and Administrative Affairs
Kyla Esguerra, Graduate School (Chair)
Eric Dietenberger, Division of Finance and Administrative Affairs
Randall Trumbull-Holper, Peck School of the Arts
Tammy Howard, ex officio (SecU Rep)

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 eight times in 2022-23: November 10, 2022, December 8, 2022, January 12, 2023, February 9, 2023, March 9, 2023, May 11, 2023, July 13, 2023, and August 10, 2023. Although meetings were scheduled for each month, September, October, April, and June meetings were canceled due to lack of business.

Major Accomplishments/Actions:

The Committee reviewed proposed changes to ASPPP Chapters 101, 104 and 106. After discussion of the proposed changes the Committee approved the proposed changes. Revisions to the AS Codification Committee Bylaws were made including its absence policy. This led to the Committee recommending all AS Standing Committees review its absence policies. During 2022-23, the Committee reviewed the AS Senate Bylaws as a result of the schools and colleges realignment. Other bylaws reviewed included AS Hearing and Appeals Committee, Non-Teaching AS Review Committee and the Non-Instructional AS Subcommittee who developed bylaws. The Committee elected its 2023-24 chair at the August 10th meeting.