

**Academic Staff Codification Committee
2023-24 Annual Report**

Members:

Andrea Azarian, School of Education
Jill Budny, Division of Academic Affairs
Megan Duellman, Division of Finance and Administrative Affairs
Josh Ebert, Division of Finance and Administrative Affairs
Kyla Esguerra, Office of Research (Chair)
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 six times in 2023-24: September 18 and 25, 2023, October 9, 2023, November 13, 2023, December 11, 2023, and June 10, 2024. Although meetings were scheduled for each month, January through May and July and August meetings were canceled due to lack of business.

Major Accomplishments/Actions:

The Committee reviewed proposed changes to ASPPP Chapters 101 and 105. After discussion of the proposed changes the Committee approved the changes. Revisions to the bylaws for the Academic Staff Committee, Academic Staff Senate and all standing committees were evaluated and approved. The Non-Instructional Academic Staff Subcommittee finalized its bylaws after receiving suggestions from the Committee. Updates to the Non-Instructional Academic Staff Review Committee review criteria and checklist were considered and approved. The bylaws for the reconstituted Academic Staff Orientation committee were reviewed and approved. Revisions to Standard Operating Procedures of the Academic Staff Senate were reviewed, modified and approved. The Committee elected its 2024-25 chair (R. Trumbull-Holper) at the June 10th meeting.