

2022-23 Annual Report

Members:

Cheryl Andres, Division of Academic Affairs
Eric Dietenberger, Division of Finance & Administrative Affairs (Chair)
Paul Engevold, College of Letters & Science
Julie Frey, A-I, School of Nursing
Ann Hanlon, UWM Libraries
Kerri Korinek, A-I, School of Education
Randall Trumbull-Holper, Peck School of the Arts

Charter:

The purpose of the Non-Teaching Academic Staff Review Committee is to review non-teaching academic staff members who are recommended for indefinite status by their supervisors and to make a recommendation to the appropriate dean/division head.

Meetings:

24 meetings were scheduled from September 2022 through August 2023.
12 meetings were held during that period for the purpose of reviewing files for indefinite status, planning for two workshops, reviewing the committee's bylaws, operating policies and procedures and possible changes to ASPPP 104-Academic Staff Appointments.

Major Accomplishments/Actions:

- 11 files were reviewed, and recommendations made to appropriate deans/division heads.
- The committee reviewed the NTASRC Bylaws and Operating Policies and Procedures.

Proposed Bylaws Revisions

Section 4: Absences

Participation of the entire committee membership is essential to ensure a timely and equitable review of each candidate. Members who miss six meetings within any consecutive twelve months forfeit their committee membership. There are no excused absences. In instances where a committee member may have to miss six or more meetings for a significant medical or life event, a "leave" may be taken from the committee and a replacement appointed for a semester or year (as determined by the approved leave) with a subsequent return to the committee to fulfill the remainder of the term. Such leave must be requested and approved by the committee chair and the Secretary of the University prior to the committee member's sixth absence.

- The committee reviewed and approved, with minimal revisions, the *Preparing Your File for Indefinite Review Workshop* PowerPoint slides.
- The committee prepared and facilitated two *Preparing Your File for Indefinite Review* workshops during the 2022-23 academic year. The Fall 2022 workshop was held virtually on October 27, 2022; and the Spring 2023 workshop was held virtually on February 23, 2023. Over 80 academic staff members and supervisors attended the workshops (39 in Fall and 42 in Spring).