

2023-24 Annual Report

Members:

Cheri Dziekan Chapman, CHPS
Kyla Esquerra, GRAD
Julie Reindl, ADMIN
Julie Frey, NURS
Kerry Korinek, EDUC
Paul Engevold, LS
Ann Hanlon, LIB (Chair)

Charter:

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

Meetings:

26 meetings were scheduled from September 2023 through August 2024.

21 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:

- 15 files were reviewed, and 14 recommendations made to appropriate deans/division heads.
- Conducted a workshop on preparing your file for indefinite status.
- The committee revised the NIASRC Bylaws and Operating Policies and Procedures.

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.