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 Secretary of the University's Office % Christine Roberson (robersoc@uwm.edu) in the method that you prefer (e.g., email, One Drive, or SharePoint).

Sample Table of Contents

Jane Q.
Student Services Program Manager
Student Affairs

I.　　Table of Contents

Revised September 2020