

## Amanda Mahr

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**From:** 'Amanda Mahr' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>  
**Sent:** Tuesday, December 21, 2021 3:03 PM  
**To:** ls-dept-admins@g-groups.wisc.edu; ls-chairs-all@g-groups.wisc.edu  
**Subject:** 2022-23 Call for STS Plans, TA/Grader Plans, & Teaching Reports

To: L&S Department Chairs, Directors and Administrators

### ACTIONS REQUESTED:

- Please review and forward this email about 2022-23 STS Plans, TA/Grader Plans, & Teaching Reports to appropriate colleagues in your department.
- Due date for submission of material is **Friday, February 4, 2022.**

Dear All,

Each January, Teaching & Learning Administration in L&S begins the process of collecting, reviewing, and approving departmental plans for short-term staff and teaching assistants in the upcoming academic year. As part of this exercise, departments are asked to provide Teaching Reports for Faculty and renewable Academic Staff for 2022-23.

- Forward this email to the appropriate staff members in your department.
- Upload the following materials for academic year 2022-23 to the Teaching & Learning folder in Box ("48-#### Teaching & Learning Admin")
  - TA/Grader Plans ([KB 88882](#))
  - Short-term Staffing Plans ([KB 88848](#))
  - Teaching Reports ([KB 88851](#))

You may find a summary KB document with links to these items at [Annual Planning Exercises for Teaching & Learning in L&S](#).

Please note the deadline for submission of these materials is **Friday, February 4, 2022**, and we are planning to send approvals by Wednesday, February 23, 2022. Our goal is to respond to your STS and TA plans in time for publication of the Fall '22 schedule of classes.

### KEY CONTACTS

- Shirin Malekpour, L&S Associate Dean for Teaching & Learning Administration ([shirin.malekpour@wisc.edu](mailto:shirin.malekpour@wisc.edu))
- Amanda Mahr, Instructional Planning Coordinator ([amanda.mahr@wisc.edu](mailto:amanda.mahr@wisc.edu))

Thank you!  
Amanda

Amanda Mahr  
Instructional Planning Coordinator  
College of Letters & Science  
307A South Hall  
1055 Bascom Mall  
Madison, WI 53706  
Office: (608) 263-8873  
[Chat/call on Teams](#)