University Staff Council
Issues Process

Issue is submitted to the USC.

Issue is forwarded, if necessary, to Executive Officers and Committee Chairs. Acknowledgement sent to staff member submitting issue.

Is additional clarification needed?

YES → USC representative and/or staff member submitting issue will be contacted for additional information.

Clarification is received by EO / Committee Chairs.

NO

EO / Committee Chairs review and determine if issue should be accepted for further action.

Issue is accepted?

NO → Issue is listed on next USC Meeting Agenda, within the consent agenda, to decline the issue.

YES

Decline issue?

NO → Issue is assigned to a USC committee for research and recommendation. Individual who initiated the issue is notified.

YES

Recommendation is provided to USC members at least two weeks prior to vote. USC votes on recommendation.

Recommendation Accepted by USC?

NO → Vote to Close by USC?

NO (Vote to Close) → back to Issue is assigned to a USC committee

YES (Vote to Close)

YES (Recommendation Accepted)

Issue is closed. Publicize response / action. Update is posted on website and provided to individual who initiated the issue. Issue may be forwarded to another organization or unit if appropriate.

9/21/2010