

# **Description of the University Staff Council Issues Process**

## **(Supplement to the Issues Process Flowchart)**

An issue may be submitted to the University staff Council by many means including but not limited to: an e-mail sent to [staff@tamu.edu](mailto:staff@tamu.edu); the web-based submission form; a paper submission form sent through campus mail; or by contacting a representative on the council.

All issues are initially directed to the Executive Committee; upon receiving the issue, a return message is sent to the staff member, if possible, acknowledging receipt of the issue. During their monthly meeting, the Executive Committee will review new issues and determine if further clarification or information is needed before proceeding.

If clarification is needed, an attempt is made to contact the staff member who originally submitted the issue for more information.

If an issue has sufficient information and no further clarification is needed, the issue is then considered by the Executive Committee to determine if it should be passed on to the appropriate committee for study, or declined as not being appropriate for the University Staff Council to consider.

All issues being declined must be presented to the full University Staff Council by the Executive Committee for a vote in order to remove the issue from council consideration. If approved for dismissal, the staff member(s) who originated the issue(s) are notified of this outcome, and if appropriate the issue is forwarded to another university body for further action.

All issues that are determined to be appropriate for the University Staff Council to consider are assigned to the appropriate committee for further study and eventual resolution. The Executive Committee will notify the staff member who originated the issue of this step.

After appropriate study a recommendation on the issue is presented by the assigned committee to the full University Staff Council for acceptance. This recommendation can be a statement, an action, a recommendation to another university body, or anything else deemed appropriate for the issue at hand.

If the council votes to reject the recommendation, the issue is returned to the committee and it is further studied until another recommendation is presented at a later date.

If the council votes to accept the recommendation, the issue is closed and any agreed upon action is taken. The staff member who originated the issue is notified of the outcome.