

Resolution Proposal Form

The first official step in the process to have a resolution considered by University Council is for the chair of a university commission or senate commission to submit a resolution proposal to the University Council Cabinet for consideration. The form will assist the UC Cabinet in its determination of whether the resolution falls within the scope of the respective commission. Typically, the UC Cabinet will respond within two weeks.

Commission Name: Commission on Staff Policies and Affairs

Resolution Number: CSPA 2025-26D

Resolution Proposal (Concept/Purpose)

Explain the concept for the resolution, the need for the resolution, any issues the resolution is attempting to address, etc. Could this resolution potentially impact the work of other commissions?

The resolution establishes a working group tasked with creating a formal staff handbook that consolidates the university's staff employment policies, procedures, expectations, and available resources into one accessible document. Its purpose is to provide staff with clear and consistent guidance on employment expectations.

Existing Policy, Procedure, Standard, Guideline, Handbook/Catalog, etc.

What existing policies (University Policy, Presidential Policy Memorandum), procedures, standards, guidelines, handbooks, catalogs, etc. would be impacted potentially by this proposal?

List impacted document(s): Creation of a staff handbook

Explain whether impacted document(s) will be replaced or revised:

NA: Consolidating information

Potential Legal or Resource Implications of Proposal or Additional Review Needed (check all that apply)

- ☒ List potential legal implications, if any: Will need legal to review
- ☒ List potential HR/personnel implications, if any: Will need HR review
- ☐ List potential revenue/financial impacts, if any:
- ☐ Requires SCHEV review and approval

Reminder: Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s). (University Council Bylaws, Article III, Section 1)

Submitted By

Name of Commission Chair: Gabe Petry

Date: 9/11/26

I acknowledge that entering my name above represents my signature.

This completed form should be uploaded as a PDF to the resolution tracker with a marked status of University Council Cabinet Review to begin the process.