

METROPOLITAN STATE UNIVERSITY OF DENVER
Procedures for Requesting Amendments
to the Handbook for Professional Personnel

The Handbook Committee is responsible for receiving, considering, and forwarding to the President any changes to the Handbook For Professional Personnel (Handbook). All changes to the Handbook must come to the Committee prior to formal action by the President or the Board of Trustees. Any member of the Handbook Committee may submit a request for consideration. The procedure for submitting a request is:

1. Anyone covered by the Handbook wishing to submit a request for amendment to the Handbook for Professional Personnel may do so by completing the Request for Consideration of Amendment to the Handbook for Professional Personnel Form (see attached).
2. The completed Form must be submitted to the Chair of the Handbook Committee. The Chair of the Handbook Committee is the Director of Human Resources. The Chair will forward proposals to each Committee Member who is responsible for informing their constituents. The Dean's Representative is responsible for informing the Vice President of Academic Affairs.
3. The request will be reviewed by the Committee for consideration. The Committee may (a) approve the proposed request as submitted; (b) decline and return to initiator, (c) approve with revisions after discussing with initiator; or (d) rewrite the proposed request prior to final submission to the President of the Handbook Committee.
4. The Committee may invite the initiator of the Request to attend the Handbook Committee meeting for the purpose of clarifying the Request and responding to questions from Committee members. Others may attend to speak to the proposed request.
5. Committee members are responsible for keeping their respective constituents advised of any requests and accepting input regarding the Request. This input is forwarded to the Committee prior to final decision.
6. A quorum is necessary to decide the outcome of the request. A quorum constitutes four voting members in attendance, with at least one of those four members being a Faculty Representative.
7. If the Request is declined by the Committee, no further action to the President is required.
8. If the Request is approved, the Committee Chair will forward the approved recommendation to the President. The President will review the recommendation with the President's Cabinet, if necessary. The President's Office will notify the Committee Chair of the status of the recommendation at all levels.
9. Revisions made to the proposed Amendment Request as submitted by the Committee must be returned to the Handbook Committee for comment prior to moving forward with the recommendation.
10. With the President's approval, the recommendation may then be forwarded to the Board of Trustees.

11. The Committee Chair will notify the initiator of the outcome of the Request.
12. Changes to the Handbook for Professional Personnel normally will be effective July 1st of each year. The Handbook for Professional Personnel will be updated by the end of July of each year, if applicable. Time-sensitive critical amendments may be effective at any time with the appropriate approvals. The Chair of the Committee is responsible for notifying those employees covered by the Handbook for Professional Personnel within 30 days of the effective date.

