

1.9 ADMINISTRATIVE PROCEDURES

Officers and employees of the University shall send any official recommendations and communications to the officer(s) to whom they report, who shall transmit them to the next higher offices with comments and recommendations.

Committees of any unit, division, or school shall report to the official who appointed the committee. Where a committee is elected, the report shall be to the dean, director, or chair of the administrative entity and to the constituency in which the election was held, unless otherwise specified.

All recommendations and communications forwarded under this section shall be considered as preliminary and advisory opinions and privileged communications. When final actions have been taken on any matter, all information relevant to the decision shall become part of the official record.

Kentucky State University Faculty Handbook, 2011, Section 1.9, pp. 1-22 to 1-13