THE UNIVERSITY OF SOUTHERN MISSISSIPPI

NOTIFICATION PROTOCOL DECISION TREE

START HERE

DOES THE ACTION INVOLVE ONE OF THE FOLLOWING ITEMS (OR A SIMILAR SITUATION)? BEGIN WITH THE GREY BOX MARKED START HERE AND PROGRESS THROUGH THE ENTIRE CHART.

SIGNIFICANT CHANGE TO A GRANT OR PROGRAM?

NO → **SUSPENSION OR TERMINATION OF EMPLOYMENT?**

NO → **POTENTIAL CRIMINAL ACT OR SECURITY ISSUE?**

NO → **POTENTIAL STAKEHOLDER IMPACT?**

NO → **POTENTIAL PUBLIC ATTENTION?**

NO → **POTENTIAL LEGAL RISK?**

YES → **Required Communication:**
PI/PD --> ORA (if grant)
ORA --> VPR

PI/PD --> Director
Director --> Dean/AVP
Dean/AVP --> Provost/VP

Timing: Upon knowledge of change in status, potential end or reduction

YES → **Required Communication:**
Unit Supervisor --> HR
Unit Supervisor --> Dean/AVP
Dean/AVP --> Provost/VP

Timing: Upon knowledge of potential termination/suspension

Additional Communication:
Dean/AVP --> Legal (as needed)

Timing: When decision is finalized

YES → **Required Communication:**
Unit Supervisor --> UPD
Unit Supervisor --> Dean/AVP
Dean/AVP --> Provost/VP

Timing: Upon knowledge of potential criminal act or security issue.

YES → **Required Communication:**
Unit Supervisor --> Dean/AVP
Dean/AVP --> VP

Timing: Upon knowledge of potential impact

Consideration should also be given to other parties such as coastal campus leadership.

YES → **Required Communication:**
Unit Supervisor --> Dean/AVP
Dean/AVP --> VP

Timing: Upon knowledge of potential action

Additional Communication:
Dean/AVP --> UC

Timing: In planning phase

YES → **Required Communication:**
Unit Supervisor --> Dean/AVP
Dean/AVP --> VP and Legal

Timing: Upon knowledge of potential action

NO → **RE-EVALUATE SITUATION AS NEEDED**

If, after reviewing this document, you are still unsure, contact your supervisor.

DEFINITIONS

PI/PD: Principal Investigator or Project Director

Public Attention: Any negative attention through mass media or social media.

Significant Change: An unanticipated reduction in force, change in project scope or services affecting stakeholders, or other change with potential for public impact. Examples include reduction of grant funding, change in accreditation status, impact to a flagship program, etc.

Stakeholder: Anyone with a vested interest. Examples include the community, program/grant participants, students, employees, alumni, donors and/or other influencers.

Termination of employment: Any situation involving the termination of employment including policy violations, reduction in force, program closure or loss of grant funding.

Unit Supervisor: The member of management with supervisory authority over the action or situation. Examples include school directors and non-academic directors.