NOTIFICATION PROTOCOL DECISION TREE

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**
      - **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
        - **Additional Communication:**
          - Dean/AVP --> Legal (as needed)
          - **Timing:** When decision is finalized
    - **YES**
      - Required Communication: Unit Supervisor --> HR
        - Unit Supervisor --> Dean/AVP
          - Dean/AVP --> Provost/VP
          - **Timing:** Upon knowledge of potential termination/suspension

**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.

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