Recommendation For Improvement (RFI) Guidelines

Program Overview
UES is committed to continuously develop business processes, refine procedures, and support a productive and enjoyable work environment. To achieve this, it is essential that we encourage the sharing of specific recommendations for improvement from all UES Team Members.

This program enables a UES Team Member (Submitter), to make recommendations on how we can improve our work environment. Recommendations may relate to your own work area or to any other UES area of responsibility. All recommendations received will be presented to a Request For Improvement (RFI) Evaluation Committee to be considered for implementation. Submitters making recommendations will receive feedback after recommendations are reviewed and considered.

Administration
A RFI committee, to be drawn from the different work areas within UES, are appointed by the ULT. One member will serve as committee chair and meetings will be held at least quarterly to evaluate RFIs and provide feedback and recommendations.

Committee Responsibilities
• Foster employee awareness of the RFI Program
• Review Submitters’ recommendations
• Maintain a database of recommendations and status
• Recommend any improvements needed in the RFI Program to ULT
• Keep Submitters informed of RFI status
• Recommend suitable awards to the ULT for RFI’s that are implemented

Submitting Recommendations
• Each RFI must be completed on a separate RFI form, which can be found on the UES website. Submitter may ask their supervisor, manager or Admin staff for assistance.
• Each RFI should state a specific opportunity and propose a definite solution, including the benefits.

Evaluation of Recommendations
The RFI will be submitted to the RFI Steward, who will review for completeness, document, and confirm receipt by email. The RFI Evaluation Committee will evaluate the recommendations and make a recommendation for implementation to the ULT (see RFI flow chart).

RFI Form Submission Requirements:
• RFI’s cannot duplicate or closely parallel a previously submitted recommendation.
• Recommendations cannot be already on record as having been previously considered and/or adopted.
• Initiatives already in progress, under consideration, or being evaluated will not be re-considered.
• Recommendations cannot duplicate work planned or in progress.
• Recommendations already developed by established work groups or committees will not be accepted as an RFI.
• Proposing changes in Texas A&M University or System rules, regulations, or policies will not be considered.
• Information published in manufacturer or vendor service bulletins and/or technical and commercial publications will not be considered.
• Matters controlled by vendor warranties, government regulations and other processes outside the control of UES.

Award Eligibility
• All full-time, part-time and student employees of UES are eligible and encouraged to submit recommendations for improvement.