Recommendation For Improvement (RFI) Process

Submission Process

1. RFI Submitter completes form and submits to RFI Steward
2. Steward reviews and records RFI and scheduled presentations by submitters to RFI Evaluation Committee
3. RFI Evaluation Committee reviews submissions and makes recommendations to the ULT to either:
   a. Accept as presented
   b. Accept with modifications
   c. Decline
4. Evaluation Committee provides feedback on reason for recommendation to both RFI Submitter and UES Leadership Team (ULT)
5. ULT reviews Evaluation Committee recommendations and decides to either:
   a. Accept as presented
   b. Accept with modifications
   c. Request additional information
   d. Decline
6. ULT develops and executes implementation plan
7. ULT provides feedback on decision to both RFI Submitter and Evaluation Committee

1. RFI Evaluation Committee and ULT to recommend a list of appropriate options for acknowledgement of RFI’s accepted for implementation
2. RFI Evaluation Committee and ULT to recommend specific acknowledgement to be awarded to each individual who submits RFI selected for implementation
3. UES Executive Leadership Team (XLT) confirms acknowledgements recommended are appropriate before being awarded