



Contents

Procedure Name 2

Ideas@Alvernia.edu Submission Procedure 2

Purpose and Scope 2

Responsibilities 2

Definitions..... 2

Procedure..... 2

Review and Amendments 3

 Exceptions to Procedure 4

References and Related Policies 4

 References 4

 Related Policies 4

Exhibits..... 4

Document Review Log 4

Procedure Name

Ideas@Alvernia.edu Submission Procedure

Purpose and Scope

Ideas@Alvernia is intended to foster a culture of continuous improvement by providing faculty and staff with a trusted avenue to share suggestions, innovations, concerns, and recommendations that may contribute to the University's mission, operations, services, programs, and community experience. Individuals submitting an idea may choose whether their submission is Open/Identified, Confidential, or Anonymous.

Responsibilities

Title or Role	Definition and What They are Responsible For
Department of Institutional Assessment, Accreditation, and Compliance (DIAAC)	Receives, reviews, routes, and manages submissions according to the Submitter's selected privacy preference.

Definitions

Anonymous Submission

The Submitter's name and all other identifying information will be removed prior to distribution. IAAC will make every reasonable effort to remove names and other identifying references before sharing the submission for review.

Confidential Submission

The Submitter's identity is known to the Department of Institutional Assessment, Accreditation, and Compliance (DIAAC) but will not ordinarily be shared with reviewing offices, departments, or personnel unless necessary to facilitate review, response, or implementation.

Open/Identified Submission

The Submitter's name may be shared with individuals or offices responsible for reviewing the submission.

Submitter

Individual submitting an idea or concern to the Ideas@Alvernia email address.

Procedure

1. Faculty or staff members submit suggestions, recommendations, concerns, or innovative ideas to ideas@alvernia.edu and indicate whether the submission should be treated as Open/Identified, Confidential, or Anonymous.
2. The DIAAC reviews incoming submissions within 14 business days and determines the appropriate office(s), department(s), committee(s), or personnel responsible for evaluation.
3. The DIAAC prepares the submission for review in accordance with the selected privacy preference.

4. The DIAAC will honor the submission preference selected by the Submitter unless the submission contains information the DIAAC is required to share under Title IX requirements as a mandatory reporter.

- For Open/Identified Submissions, the Submitter's name and contact information may be shared with individuals or offices responsible for evaluating or responding to the submission. This option allows for direct communication, collaboration, and follow-up regarding the idea or concern.
- For Confidential Submissions, the Submitter's identity will be retained by IAAC but will, except in mandatory reporting situations, be disclosed to reviewers. Information will be shared only with individuals, departments, or administrative offices that have a legitimate need to review the matter. If it is necessary to disclose the Submitter's identity to facilitate appropriate review or action, the DIAAC will obtain written permission from the Submitter and will not take any action on the submission if such permission is not obtained.
- For Anonymous Submissions, the DIAAC will review the submission and remove the Submitter's name and other reasonably identifiable information before forwarding the submission for consideration. While every effort will be made to preserve anonymity, complete anonymity cannot be guaranteed if the Submitter included content in the submission itself that could reasonably reveal the Submitter's identity.
- Examples:
 - [OPEN] Suggestion for Faculty Development Programming
 - [CONFIDENTIAL] Reporting an error made by another employee (the Submitter is available to contact for more information, but doesn't want everyone knowing they brought it to someone's attention).
 - [ANONYMOUS] Concern Regarding Administrative Action or Process

If no designation is included in the subject line, **the submission will be treated as Anonymous by default.**

5. Whether submitted openly, confidentially, or anonymously, information contained in submissions will be shared only with those individuals necessary to evaluate, deliberate, investigate, respond to, or implement a recommendation.

6. The office/individual receiving the submission from the DIAAC evaluates the submission and determines any appropriate follow-up actions.

7. When appropriate and feasible, outcomes may be communicated to Submitters of Open/Identified and Confidential submissions.

8. Upon receipt and review of a submission, the DIAAC will provide an acknowledgment email to the Submitter confirming that:

- The submission has been received.
- The submission has been reviewed by the DIAAC.
- The submission has been forwarded to the appropriate office(s), department(s), committee(s), or personnel for consideration and deliberation.

This acknowledgment serves as verification that the submission has entered the review process. For Anonymous Submissions, acknowledgment and follow-up communications may be limited or unavailable if the Submitter chooses not to provide identifying or contact information.

Review and Amendments

This procedure will be reviewed annually and updated to reflect technological, institutional policy, and operational needs changes.

Approved versions of this Procedure will be posted on MyAlvernia.

Exceptions to Procedure

Exceptions to this procedure must be requested in writing by filling out the Procedure Exception Request form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this procedure.

References

N/A

Related Policies

N/A

Exhibits

- [Procedure Exception Request](#)

Document Review Log

Date Reviewed	Description of Changes
6/24/2026	Initial Draft
6/25/2026	Reviewed and approved by Provost Office