PSD Requests Guidelines

- All requests should be submitted to the chair.
- The chair will provide the requestor a form to fill out, which justifies why we need to consider the request.
- The chair shall share all requests with the taskforce via email upon receipt.
- The taskforce will review and make a recommendation to the PSD committee via email.
- At the next committee meeting we will discuss and vote.
- If majority votes no, the chair provides a formal, written response to the requestor with justification.
- If the majority votes yes, the committee then decides how to go about handling the request, which can include allowing individuals to volunteer to complete the request based on areas of expertise and interest.
- Upon completion of the request, it is communicated to the committee via email. Then the chair communicates the results to the requestor.