



University Staff Advisory Council

USAC Web Submission Editing Guidelines Drafted by the 2022-2023 USAC Executive Committee

To serve the greater good of the UR community, we have drafted the following guidelines to provide direction in the web submission editing process in hopes of encouraging transparency and productive conversation.

To be removed:

- 1) All names or identifying details that allow readers to discern who the web submission is referencing
- 2) Any direct accusations or personal attacks
- 3) Information that is factually inaccurate

In order to protect the integrity of the web submissions process, we would like to include all other information though we are comfortable with the following:

- 1) Editing the submission in such a way that the main question and spirit of the submission is intact but inflammatory, unnecessary language has been removed
- 2) Correcting factual inaccuracies
- 3) Altering language to protect identities/eliminate personal attacks

If contact information is shared with the web submission, we will reach out to the submitting staff person should we make any significant edits to the submission.

All edited web submissions will be noted with an asterisk.