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<b>Title:</b>	
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## **I. POLICY SUMMARY**

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## **II. DEFINITIONS**

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## **III. POLICY TEXT**

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The following policy and procedure apply to Division staff:

- A.** Staff members or groups of staff members should not initiate or seek to promote, through members of the Legislature or the Congress, or State or Federal officials, any policies or legislation relating to the University, or to give the appearance of acting in the name of the University on any policies or legislation, without specific authorization by the Vice President or Chancellor.
- B.** Staff members or groups of staff members should scrupulously avoid lobbying or giving any appearance of lobbying, direct or indirect, for the purpose of securing advancement in salary or rank, or for the purpose of furthering the particular interests of any staff member, department, unit, or program of the University.
- C.** If a staff member of the University is invited by a member of a committee of the Legislature or Congress, or by any other State or Federal Government agency or official, to discuss pending legislation or policy relating to the University, or to serve on a commission, board, or committee, the Coordinator for Governmental Relations should be notified of the invitation. In cases where the initial discussion does not relate to the University but where subsequent discussions or actions bear upon the University directly, or upon University relations with governmental officials or agencies, the staff member should then notify the Coordinator for Governmental Relations.
- D.** When corresponding with State or Federal officials, University letterhead should be used only when the writer is representing the University or acting in his or her official University capacity. Letters expressing personal views should be written on personal stationery, not University letterhead. A copy of University letterhead correspondence with principal State or Federal officials, including members of the Congress or Legislature, should be sent to the Coordinator for Governmental Relations.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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## **V. PROCEDURES**

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## **VI. RELATED INFORMATION**

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## **VII. FREQUENTLY ASKED QUESTIONS**

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## **VIII. REVISION HISTORY**

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**November 2017:**

Format updated.