

University Letterhead

Original Implementation: May 9, 1985

Last Revision: April 30, 2019

University departments are required to use printed and/or electronic letterhead as designated by the president and produced by University Printing Services. Ordinarily, sub-units of departments use the letterhead of the parent department, especially if the unit's correspondence is primarily with students. However, if the sub-unit is of a permanent or semi-permanent nature and has a majority of its correspondence with off-campus agencies or individuals, it can be identified under the name of the parent unit on the letterhead. If a unit is independent of any department and is of a permanent or semi-permanent nature, it may have its own letterhead, consistent with the university design.

Information in the stationery heading includes the university name; the name of the unit or department; post office box, telephone or fax number; general email address; and city, state, and zip code.

Any deviation from the university letterhead design must be approved by the president. Requests to deviate from the standard letterhead design should be directed, in writing, to the executive director of University Marketing Communications.

Cross Reference: None

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Executive Director of University Marketing Communications

Forms: None

Board Committee Assignment: Academic and Student Affairs