POLICY SUMMARY FORM

Policy Name: University Letterhead

Policy Number: 15.5

Is this policy new, being reviewed/revised, or deleted?  Review/Revise

Date of last revision, if applicable: April 23, 2013

Unit(s) Responsible for Policy Implementation: Vice President for University Advancement

Purpose of Policy (what does it do): Provides guidelines regarding the production and use of university letterhead

Reason for the addition, revision, or deletion (check all that apply):
   □ Scheduled Review    □ Change in law    □ Response to audit finding
   □ Internal Review     □ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Specifies the requirement that letterhead be printed by University Printing Services.

Specific rationale for deletion of policy:

Additional Comments:

Updates reflect name change of department and change in reporting structure.

Reviewers:

Shirley Luna, Executive Director of University Marketing Communications
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel
University Letterhead

**Original Implementation:** May 9, 1985

**Last Revision:** April 23, 2013

University departments are required to use 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. Any deviation from the university letterhead design must be approved by the president.

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

In exceptional cases, requests to deviate from the standard letterhead design may be granted. Such requests should be directed, in writing, to the executive director of public affairs, University Marketing Communications, for approval.

**Cross Reference:** None

**Responsible for Implementation:** President, Vice President for University Advancement

**Contact for Revision:** Executive Director of Public Affairs and Marketing, University Marketing Communications

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs