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: 4/12/16

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

Purpose of Policy (what does it do): The policy guides the production and use of university letterhead.

Reason for the addition, revision, or deletion (check all that apply):
- [x] 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: No substantive changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

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

Original Implementation: May 9, 1985
Last Revision: April 12, 2016, 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. *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 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.* 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 University Marketing Communications for approval.

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