

UC Santa Barbara Policies
Issuing Unit: Institutional Advancement
Date: September 1, 1992

Policy 3100

UNIVERSITY EMPLOYEES RELATIONS
WITH STATE AND FEDERAL OFFICIALS

I. REFERENCES

- A. Standing orders of The Regents, Section 101.1(k).
- B. President Hitch's memorandum to Chancellors, et al., dated February 25, 1970 (amended by memoranda dated May 4, 1970 and October 8, 1970).
- C. Chancellor Cheadle's memorandum to Department Chairmen and Administrative Officers, dated March 5, 1970.

II. POLICY

Individual, university employees or groups of employees shall not, unless they are specifically authorized by the President, act or give the appearance of acting on behalf of the University when communicating with state or federal governmental officials concerning policies or legislation relating to the University.

Individual university employees or groups of employees shall not lobby or give the appearance of lobbying, for the purpose of furthering the particular interests of any individual member, department, campus, or other unit of the University.

This policy does not apply to informal discussions with Regents whether ex-officio or appointed, and is not intended to discourage the free flow of communication among Regents, administrators, faculty, staff and students of the University.

III. PROCEDURE FOR FORMAL CONTACTS WITH OFFICIALS AND AGENCIES

A. Contact by State/Federal Agencies

If an individual university employee is invited by a member of a committee of the State Legislature or Congress or by any other state or federal governmental agency or officer to discuss pending legislation or policy relating to the University or to serve on a governmental commission, board, or committee relating to the University, the invitee must notify the President, through the Chancellor to the Special Assistant to the President (Sacramento Office) in regard to state matters and through the Chancellor to the Senior Vice President--University Relations in regard to federal matters.

B. Visits to Sacramento or Washington

When visits to Sacramento or Washington in connection with University business are planned, the University's Sacramento Office or Washington Office, respectively, should be notified

in advance. When appropriate, an informal report of the results of such visits should be sent to these offices as soon as possible.

C. Correspondence

When corresponding with state and federal officials, University letterhead should be used only when the writer is representing the University; letters expressing personal views should be written on personal stationery. A copy of University letterhead correspondence with principal state and federal officials, including members of the Congress and the Legislature, should be sent directly to the Sacramento or Washington office, as appropriate.

D. Campus Visits by State/Federal Officials

Reports on campus visits by, or on services rendered to members of the State Legislature, Congress, or principal officers of government shall be made to the President, via the Chancellor to the Special Assistant to the President (Sacramento Office) for state officials or to the Senior Vice President--University Relations for federal officials.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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