

TITLE: Relations with External Entities  
AUTHOR: President  
EFFECTIVE: September, 1980  
PURPOSE: To clarify relations with external entities  
REVIEWER: President

OPERATING DETAILS:

1. Reference for this policy statement is the minutes of the October 20, 1977 Board meeting.
2. The President is the only MUW official authorized to communicate with the external entities.
3. Official communications must originate in the office of the President over his signature. Suggested drafts of such communications may appropriately be originated in any office by any official. Lengthy material should be prepared for forwarding by means of letters of transmittal. Suggested drafts must be approved through channels, i.e., from Division Head to Vice President, to Vice President's Council, to President, etc.
4. Formal communications over the President's signature must be addressed to the Board of Trustees of State Institutions of Higher Learning requesting approval and transmittal to the appropriate commissions, legislative committees or elected officials.
5. Copies of such communications may be distributed only from the President's office.
6. Organizers of fund raising drives and campaigns, whether for money or personal services, must receive written clearance from the Vice President for Institutional Advancement prior to soliciting in any form or fashion to avoid possible misunderstanding as well as conflicts with established university fund raising and related activities. This section includes all divisions of the university.
7. Requests for written clearance of possible fund raising drives and campaigns should be forwarded through channels to the Vice President for Institutional Advancement.