

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.2	Official Documents	Revised:	
Policy 2.2.5	Faculty and Staff Communication of Opinion to Lay Publications and Public Officials	Responsibility:	President

Faculty and Staff Communication of Opinion to Lay Publications and Public Officials

Policy

Many opportunities present themselves for Health Science Center faculty and staff to write letters to the editors of lay journals and newspapers on nonscientific subjects and letters of opinion to political officials. It is desirable and proper that, in roles as good citizens, such communications should be made.

When such communications represent personal opinion, rather than official positions of the Health Science Center, they should not be written on Health Science Center or departmental stationery, nor should faculty or staff titles be indicated in the signature block. It may be appropriate to identify, in the body of the letter, using personal stationery, the official association with the Health Science Center.

Use of the Health Science Center title and delivering personal opinions on nonscientific topics to lay publications and elected officials may convey the misconception that such opinions represent the position of the Health Science Center and may unfairly weigh such personal opinions in the eyes of the lay reader.

This policy represents a general guideline for behavior. It is not meant, in any sense, to limit or proscribe the absolute right of the faculty and staff to voice their personal opinions to lay publications or in other media, as well as to elected public officials.
