

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.2	Rights, Responsibilities, and Duties of the Faculty	Revised:	May 2005
<b>Policy 3.2.6</b>	<b>Current Address</b>	Responsibility:	Vice President for Academic Administration

## CURRENT ADDRESS

### Requirement

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Each faculty member shall keep the institution notified of his/her current mailing address through the office of their department Chair. Written notices or communications required by the provisions of the *Handbook of Operating Procedures* will be sent by mail to the last address given by the faculty member.

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