

# RADFORD UNIVERSITY

<b>Policy Title: Communicating with Government Officials Policy</b>	<b>Effective Date: 7/1/2008</b>
<b>Policy Number: GEN-PO-1001</b>	<b>Date of Last Review: 2/1/2022</b>
<b>Oversight Department: Office of the President</b>	<b>Next Review Date: 2/1/2025</b>

## 1. PURPOSE

The *Communicating with Government Officials Policy* for Radford University (University) establishes a structure and requirements for communications with federal, state, and local government officials which supports the University in its efforts to maintain one voice and agenda in governmental relations work.

## 2. APPLICABILITY

The *Communicating with Government Officials Policy* applies to all University employees.

## 3. DEFINITIONS

**Division Head:** President, Provost, or applicable Vice President.

**Employee:** Any person employed as a teaching faculty, administrative or professional faculty, classified employee, part-time or wage employee, student employee, work/study employee, or any other person paid through the University's payroll process.

## 4. POLICY

- A.** The President is responsible for representing the University in all matters requiring action by the General Assembly, Congress, federal and/or state executive and legislative branch agencies, or other governmental officials. Individual employees or groups of employees of the University may not represent their personal opinions as positions or policies of the University unless the President has specifically authorized them to do so.
- B.** The President is also responsible for developing all University positions on federal and/or state legislation and regulations and for coordinating University relations with the General Assembly, Congress, and other federal and/or state executive and legislative branch agencies or officials. Solicitations for federal funding must be made through procedures approved by the Provost, and these solicitations and submissions of proposals should be consistent with University policy and procedures-particularly in the case of research funding requests.
- C.** All University employees are free to communicate with governmental officials, but in doing so, they must clearly distinguish their personal opinions from the positions and policies of the University. University employees must not use University letterhead, electronic mail sent

through University mail servers, or University social media accounts to communicate their personal opinions or positions.

## 5. PROCEDURES

- A. University employees must inform the Office of the President through their respective division head if they are to testify before the General Assembly or Congress and must note during that testimony that their testimonies represent personal opinions unless the President otherwise authorizes them.
- B. On-campus visits by members of the General Assembly or Congress, local governmental officials, or other principal officers of government must be reported in advance to the Office of the President through the respective division head.
- C. Visits to any government officials in connection with University business must be reported in advance to the Office of the President through the respective division head.

## 6. EXCLUSIONS

None

## 7. APPENDICES

None

## 8. REFERENCES

None

## 9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and the President's Cabinet.

## 10. APPROVAL AND REVISIONS

The President of the University and the President's Cabinet have approval authority over this policy and all subsequent revisions.

This *Communicating with Government Officials Policy* was initially issued in July 2008. This policy and the associated procedure were revised for content and reformatted into the University policy and procedure templates in February 2013. They were approved unanimously by the President's Cabinet on February 28, 2013, and the policy was signed by the President on March 4, 2013.

The policy was revised and reformatted to the revised University policy template. The revised policy was presented to and discussed by the Leadership Council on December 1, 2016, approved by the President's Cabinet on January 6, 2017, and signed by the President on January 9, 2017.

Reviewed February 1, 2022. Only minor revisions.

**For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**