

## **Presidential Directive 1-2009-1**

### **University Government Relations**

PURPOSE: To coordinate university efforts regarding government relations and clarify university employees' rights to free expression. The directives below ensure these rights while enabling the President and Trustees to ensure that the university's institutional interests are communicated to policymakers in a manner consistent with institutional priorities, goals, and objectives.

#### **I. WHO CAN SPEAK ON BEHALF OF THE UNIVERSITY**

On behalf of the University of Wyoming as a public institution, only the Board of Trustees and the President of the University, or the President's designees as described below, have the authority to make or approve requests directed to, oppose actions by, or make recommendations to members of Congress, federal Executive Branch Agencies, the Governor, the other elected officials of the State of Wyoming, State Executive Branch Agencies, the Wyoming Legislature, committees thereof, members thereof, and staff of any of the foregoing. The President's designee on an ongoing basis is the Director for Governmental and Community Affairs for all university matters. Each Vice President, the Director of Intercollegiate Athletics, and the General Counsel are President's designees for subject matter within their respective areas.

#### **II. COMMUNICATIONS BY UNIVERSITY PERSONNEL GENERALLY**

(a) As citizens of Wyoming and as members of the university community, UW employees enjoy the right of freedom of expression. They may freely consult and communicate with members of Congress, members of the Wyoming State Legislature, federal and state agencies and other federal and state authorities, including elected officials, as long as they indicate that their views are their own private views or their considered professional views and do not represent, imply representation of, or are authorized by the University of Wyoming. Personal letters should not appear on university letterhead. Equipment or resources of the university — including university email accounts — should not be used for such personal communication, since this may be construed to imply that the communication has been approved by or represents an official position of the University of Wyoming. University titles should not be used when signing personal letters; however, the writer may identify the writer's job title in the text of a letter if this information is relevant to the communication.

(b) University employees have a responsibility to respond to requests from state and federal elected officials and agencies for factual, non-partisan information. Such requests may involve informational visits to university facilities by elected officials or their staff. University employees receiving such requests shall advise their supervisors of these requests, and the supervisors shall advise both the vice president for their division and one of the President's designees, as described in Section I. One of the President's designees may determine that it is necessary to assume responsibility for coordinating the institution's response to the inquiry.

(c) University units often become aware of possible federal or state action of concern to the unit's programs. This includes being advised by professional organizations and other sources to take action, typically in the form of messages of support or opposition, for state legislative, congressional or agency action regarding a matter that relates to the unit's mission. Good intentions notwithstanding, employees must take care not to assume that the perceived interests of their disciplines or professional organizations coincide with the best interests of the university. If the employee believes that an institutional stance or action is warranted, the appropriate approach is to have the unit's director contact one of the President's designees to determine whether, and if so, how, the university's position will be communicated.

(d) University employees often attend meetings of academic or professional organizations in venues, such as the state capital or Washington, DC, where part of the meeting agenda includes visits with government officials, such as members of the congressional delegation of each attendee's state. The meetings typically involve providing program information to the delegation, as distinct from advocating specific positions or actions. These meetings are expected and acceptable. UW employees attending such meetings shall advise one of the President's designees prior to their attending such a meeting.

Approved April 2, 2010

A handwritten signature in black ink, appearing to read 'Tom Buchanan', written over a horizontal line.

Thomas Buchanan  
President