



University of Dallas Policy 2.3

ADMINISTRATION – TRUSTEE COMMUNICATION POLICY

- 1.0 **Purpose** - The purpose of this Policy is to establish a clear process for communication between the members of the administration and members of the Board of Trustees.
- 2.0 **Scope** - This policy applies to all members of the University community.
- 3.0 **Definitions** – The following definitions apply for purposes of interpreting this Policy and most particularly to Senior University Administrators.
 - 3.1 **“Staff Liaison”** means the senior university administrator identified by the University President to communicate with, and provide support to Board of Trustee Standing Committee Chairs and their committee members.
 - 3.2 **“Senior University Administrator”** refers to University Vice Presidents or any other member of the President’s executive leadership team as specifically designated by the President.
- 4.0 **University President** - The University Bylaws establish the University President as the Chief Executive Officer of the University with responsibility for general management, academic, administrative, and executive responsibility for the University. The University Bylaws charge the President to exercise a general superintendence over all the affairs of the institution and to bring matters to the attention of the Board of Trustees as are appropriate to keep the Board fully informed to meet its policy-making responsibilities. The President recognizes the governance role of the Board of Trustees to protect the mission of the University and to set the strategic direction for the University and distinguishes between policy-making and operational implementation.
 - 4.1 While the President may delegate tasks to members of his administration, the President remains accountable to the Board of Trustees and the primary contact for communication with members of the Board of Trustees.
 - 4.2 Except as specifically set forth in this Policy, communication with the Board of Trustees should flow through the University President.
- 5.0 **Staff Liaison Communication with Members of the Board of Trustees** – At the start of each academic year, the President will specifically identify senior administrators to serve as Staff Liaisons to work with Board of Trustee Standing Committees as provided for in the University Bylaws. In the absence of a change

in appointment, an appointed Staff Liaison will continue to serve in the Staff Liaison role until otherwise notified by the President.

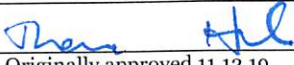
5.1 Staff Liaisons are the primary point of contact for Committee Chairs, committee members and all other Trustees in the relevant operational area. All communication with Trustees must be directed through these Staff Liaisons in the relevant operational areas. Any communication by University staff in the relevant operational areas must be coordinated through the Staff Liaison.

5.2 Staff Liaisons engaged in direct communication with Trustees must inform the President of the communication.

6.0 Official Communications to Members of the Board of Trustees – All official communications from University staff to any member of the Board of Trustees must be reviewed and approved through the Office of the President prior to distribution.

7.0 University Staff Recommendations to the Board of Trustees – Any recommendations for changes to policies, programs or other matters which will be submitted from consideration by the Board must be transmitted to and approved by the University President in advance. The President has discretion to bring matters before the Board and Board committees and may confer with the Board Chair prior to submitting a matter for review by the Board or a Board committee.

8.0 University staff personal relationships with Trustees – The University recognizes that members of the University staff may have personal relationships with Trustees and may also communicate with Trustees on matters that are unrelated to University business. This Policy is not intended to prohibit such communication.

Principle Owner:	Vice President and General Counsel
Related Documents:	None
Dates of Approval by University President:	
Adoption History:	Originally approved 11.12.19