

OFFICE OF THE CHANCELLOR  
University of New Orleans

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Administrative Policy and Procedure  
(AP) 47.5  
Effective Date: 1/20/89

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**SUBJECT:** Private use of Official University Insignia, Titles, Stationery, Envelopes, et cetera

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**PURPOSE:**

To emphasize and codify existing policy pertaining to the rights and responsibilities of faculty members and University employees regarding the subject above.

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**DEFINITIONS:**

The items and titles referred to in the subject above are those that identify the University of New Orleans and may imply its official sanction of a document or a person to which or to whom they are attached or related.

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**GENERAL POLICY:**

Each individual must exercise personal judgment in distinguishing between his or her role as a private individual and his or her function as a University employee which carries the implied endorsement of the University itself. The following clarification of University policy relative to the private use of official University insignia, titles, stationery, envelopes, et cetera is intended to be helpful in making such judgments.

The private use of official University insignia, titles, stationery, envelopes, et cetera, by members of the UNO faculty or staff is prohibited for the following purposes:

1. The personal solicitation of grants, contracts, employment or financial support not specifically endorsed by the University, since the use of a University title or of the University letterhead might imply University endorsement or approval.
2. The expression of personal opinion or endorsement in letters to the news media, elected officials, et cetera. All individuals are entitled to express their views, but not to use their association with the University to lend weight to those views.
3. Personal correspondence with the Louisiana Board of Regents, the LSU Board of Supervisors, the officers of the LSU System, or other public or private agencies when the use of a University title or the University letterhead might imply University endorsement or approval. University regulations require that official correspondence with the LSU System or with the Board of Supervisors be routed through regular administrative channels. (They also require that, while administrative officers may attach comments or endorsements, such official correspondence must be sent forward). Correspondence with

outside agencies should be routed through administrative channels if University endorsement is desired.

4. University stationery is University property, paid for with University funds. It is not to be used for unofficial or for personal purposes. The charging of personal postage costs to a University account is not permissible. Only correspondence directly related to carrying out one's University duties should be charged to the University.

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**AUTHORITY:**

This AP is issued in accordance with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System, and with Permanent Memorandum (PM) No. 11, issued by the Office of the President on August 29, 1973.

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**SUPERSEDED:**

This document supersedes Chancellor's Memorandum (CM) 16, which is hereby rescinded.

Deans, directors, department chairmen and other administrative officers are requested to make certain that all members of the UNO faculty and staff are informed of the policies outlined in this document.

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Gregory M. St. L. O'Brien  
Chancellor