



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
TRUSTEE CORRESPONDENCE POLICY	September 10, 2002	105.010

POLICY STATEMENT (R*)

FIU Trustees occasionally receive correspondence (in care of the university and via e-mail) dealing with a variety of operational issues involving the University.

We recommend that unless a specific piece of correspondence is of particular interest to a Trustee or the Board as a whole, such correspondence be routinely handled through the Board office at the University and referred to the President (BOT Secretary) for referral to the appropriate administrator for further action, if any.

Any correspondence received by the Secretary and addressed to Trustees will nevertheless be forwarded to the Trustees as an FYI item. Should a Trustee wish additional information on issues raised in said correspondence, the Trustee should, of course, feel free to contact the President to discuss the matter and/or action taken.

Correspondence received directly by Trustees may be forwarded to the BOT office at the University, to the attention of the BOT Associate Secretary, for further action.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p style="text-align: center;">Board of Trustees Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p style="text-align: center;">Board of Trustees Florida International University 11200 S.W. Eighth Street - PC 548 Miami, Florida 33199 Telephone: (305) 348-6495</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**