

EMORY UNIVERSITY SCHOOL OF MEDICINE

USE OF UNIVERSITY LETTERHEAD AND FACILITIES FOR PRIVATE PURPOSES

Faculty and administrative staff should be advised that use of University letterhead, computer networks, trademarks, and names for personal purposes such as private consulting, solicitation of funds for non-University purposes, political, and other non-University sponsored organizing efforts, political and personal communications or complaints, and other non-University business is improper and is not sanctioned.

For the same reasons, the use of University facilities for such personal matters is inappropriate. University facilities should only be used for University-related functions with advance approval of the appropriate administrative officers of the University after full disclosure by the faculty member as to the nature and purpose of the function.