Administrative Policies and Procedures
Office of the Executive Vice President for Administration

Policy Title
COMMUNICATION WITH EXTERNAL AGENCIES/PERSONNEL

Approved
February 2, 1998

Last Revised
September 23, 2011

Attorney General
Written requests to the office of the Attorney General (AG) should show the appropriate Assistant Vice President (AVP) as copied. Certain department directors and managers are encouraged to work directly with staff of the AG's office on routine or emergency problems. The Unit (AVP) should be informed of such communication.

Auraria Executives Committee
Written correspondence with members of the Auraria Executives Committee (AEC) should be through the office of the Executive Vice President for Administration (EVPA). In that context, the EVPA should be informed of any requests from AEC members for assistance in compiling data, coordinating research, etc. The EVPA should be shown as copied on any written responses.

Auraria Board of Directors
Written correspondence with members of the Auraria Board of Directors should be through the office of the EVPA. The EVPA should be informed of any requests from Board members for information or assistance with compiling data, coordinating research, etc.

External Agencies
CCHE, OSPB, JBC, RTD, City & County of Denver, etc. The EVPA should be shown as copied on any correspondence with external agencies, as listed above. Such communication should have AVP approval. In the course of management of on-going projects, the AVP may delegate communication responsibility to directors or managers.

Vice Presidents and Other Senior Officers of the Institutions
Written correspondence between AHEC staff and vice presidents or senior officers of the institutions should show the EVPA as copied.