

**MEMORANDUM**

DATE: October 29, 2008

TO: Academic Affairs Leadership Council  
(see distribution list below)

FROM: Emily F. Cutrer *Emily F. Cutrer*  
Provost and Vice President for Academic Affairs

SUBJECT: Requests for President's Attendance/Participation in an Event/Meeting

The President's Office has established protocols for invitations and requests for President Haynes to attend and/or participate in a campus-sponsored or affiliated event or meeting. All invitations and requests must be routed through the respective Provost/Vice President for endorsement rather than sent directly to the President's Office. My office has worked closely with the President's office to develop a process for invitations and requests from units within the Division of Academic Affairs, and draft versions were shared with you and your assistants earlier this month for input. Recommendations of both groups have been incorporated into the final version of the request form and the division protocols, copies attached.

Those submitting invitations and requests for the President's attendance or participation in an event or meeting must follow Academic Affairs reporting lines (e.g., Department Chair submits to Dean, Dean submits to Provost, Provost submits to President). Individuals who are planning/coordinating events are urged to plan ahead if they anticipate the President's participation – the review and confirmation process involves several steps, and the President's calendar often fills months in advance. Please refer to the attached documents for a complete description of the Academic Affairs process.

President Haynes's goal is to make a very positive and meaningful contribution to the events and meetings in which she participates and to contribute to the event's/meeting's overall success. By following these protocols, the necessary information will be provided to the President in a timely manner to enable her to achieve these objectives. Implementation of this protocol formalizes the submission of information that has always been required for an event/meeting in which the President participates. It also sets a minimum timeline for submitting requests to assist event coordinators as they plan, and adds steps for our knowledge and endorsement.

I would appreciate it if you would share this protocol with faculty and staff in your college or unit, as appropriate. If you have questions regarding the protocol, please contact Marcy Boyle in the Provost's Office.

EFC/mab

Attachments

cc: Kathleen Corona, Presidential Aide  
Michelle Dawson, Event Coordinator, Office of the President

*Distribution list for Academic Affairs Leadership Council:*

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**The California State University**