



2.2.5 Communication of Personal Opinion to Lay Publications and Public Officials

Chapter 2 - General	Original Effective Date: April 2000
Section: 2.2 Information Management	Date Last Reviewed: January 2023
Responsible Entity: President	Date Last Revised: January 2023

I. Purpose

This policy represents general guidance for behavior. It is not meant, in any sense, to limit or prohibit the absolute right of the faculty and staff to voice their personal opinions to lay publications or in other media, as well as to elected public officials.

II. Scope

This policy applies to all UT Health San Antonio faculty, staff, students, residents, health care providers, researchers, contractors, or any other individual providing services on behalf of UTHSA (collectively, Workforce Member, including employees and non-employees).

III. Policy

- A. Opportunities may present themselves for UT Health San Antonio workforce members to write letters to editors of lay journals and newspapers on nonscientific subjects and letters of opinion to political officials. It is desirable and proper that, in roles as good citizens, such communications should be made.

It is important to note that the use of UT Health San Antonio resources, such as email or official stationery when delivering personal opinion on nonscientific topics to lay publications and elected official may convey the misconception that such opinions represent the position of UT Health San Antonio and may unfairly weigh such personal opinions in the eyes of the lay reader.

B. Guidelines

1. When drafting communications that represent personal opinion, rather than the official position of UT Health San Antonio, the communication should not be written on UT Health San Antonio or departmental stationery, nor sent using a UT Health San Antonio email account.

2.2.5 Communication of Personal Opinion to Lay Publications and Public Officials

2. Official UT Health San Antonio titles should not be indicated in the signature block.
3. It may be appropriate for an individual to identify, in the body of a letter or email their official association (i.e., job or position) with UT Health San Antonio, but it should be made clear that the communication is personal opinion and does not represent the official position of UT Health San Antonio.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

Institutional Handbook of Operating Policies (IHOP)

[2.8.2 Use of University Names, Logo or Official Seal](#)

[2.8.3 Official Stationery and Business Cards/Papers](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
04/2000	Policy Origination		
01/2023	Policy Review, discretionary edits	OOP/ICPO	1/10/23