Dear Campus Community:

The 2012 election cycle is upon us and as we engage in advocacy, it is important to be mindful of campus policies designed to keep us in compliance with federal and state laws. The University of California has specific policies pertaining to advocacy and the use of university resources in advocacy; these are described below.

UC encourages advocacy and the involvement of individual members of the campus community in the electoral process. To this end, the university encourages all members of the campus community to register to vote and become aware of the issues. To register and read about upcoming electoral issues you can visit the California Secretary of State’s Website at: http://www.sos.ca.gov/ and to become aware of how the issues impact the University of California please visit: http://www.ucforcalifornia.org/uc4ca/home/.

**Voting:** UC Riverside and the University of California encourage our employees to register to vote, and to exercise their right to vote. To provide for adequate time to engage in the voting process, UC Policy allows administrative leave for elections. Additionally I am pleased to report that to accommodate early voting, UCR is working with the Riverside registrar of voters to provide early polling places on campus so that both the campus and local community can exercise their right to vote. http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp46.html

**Advocacy:** When writing, campaigning or donating to a campaign, candidate or policy maker, individuals from the campus community must identify themselves as speaking for themselves and not on behalf of the University. If you engage in political advocacy, you should make it clear that your efforts are to advance your personal views, and not those of the University. http://www.ucop.edu/state/advocacy/lobbying/contacting.html

**Misuse of university resources for personal purposes:** The University of California is a public institution, and federal and state laws, as well as UC policy prohibit the use of university resources for political and/or personal purposes. These resources include but are not limited to: telephones, photocopying and office supplies. http://www.ucop.edu/ucophome/coordrev/policy/9-18-70.html

**Email:** While UC Riverside policy allows for incidental personal use of email, the university recommends that when individuals from the campus community engage in political advocacy involving email that they use personal non-ucr.edu accounts. This will help avoid any confusion that the advocacy is made on behalf of UCR or the University of California. Additionally, UCR email is subject to the California Public Records Act that requires UCR to disclose certain public records. In response to requests for disclosure, it may be necessary to access electronic communications records such as advocacy communications that users consider to be personal, in order to determine whether they are public records that are subject to disclosure. http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=400-31

I hope that the UC Riverside community remains engaged in the issues that will be before us in the upcoming elections. Please do not hesitate to contact me if you have any questions.

Lars Walton
AVC, Government & Community Relations