

June 21, 1993

Ms. Heather Salome
Senior Administrative Assistant
West European Studies
85 Trumbull Street

Dear Heather:

This is to put down in writing a matter of administrative procedure for your future guidance.

Unless you are instructed or authorized to do so by one of the Council chairmen for whom you work, you should not originate memoranda under your name for circulation outside this building. This limitation includes cc's and bcc's. Under no circumstances should you send communications, including blind copies, to an officer of University administration (e.g. dean, provost or one of their associates) that are not signed by a chairman and intended by him for that recipient. Any telephone calls to such officers should be made only on a chairman's request and the recipient of the call should be so informed.

This all sounds very formalistic, and there may be common sense exceptions to these rules. If you think a particular case warrants such exception, check with the assistant or the associate director. None of this is intended in any way to limit your access to official grievance procedures, nor to limit your free speech as a private citizen. If you think of a way in which this might be the case, please bring it up directly with me or, after June 30, with Gaddis Smith.

Sincerely,


William J. Foltz
Acting Director

WJF/tao

cc: David Cameron
Gil Joseph
Beverly Kimbro
Nancy Ruther
Gaddis Smith
Arline McCord