TO NAVIGATE THIS COURSE
If at any time you need to exit the course before you retrieve your certificate, when you return to the lesson you will be prompted with the question, 'Would you like to resume where you left off?'. Click 'yes'.

Click these symbols throughout the course, for more information.

To close sections of information, please click .

HOP POLICIES
HOP policies are continuously updated, please click this symbol to view HOP policies.

Visit websites for further information by clicking the icon.
INTRODUCTION

UTSA Standards of Conduct training consists of 9 lessons. Each lesson will include questions which will test your knowledge.

This lesson, Getting Started with Compliance, will cover a variety of topics. The UTSA Standards of Conduct training can be bookmarked at the following website 🌐.

Employees with questions or concerns about the UTSA Standards of Conduct training should contact UTSA’s Office of Institutional Compliance & Risk Services at (210) 458-4992.
Hover over each box below for more information before proceeding.
The UTSA Institutional Compliance Program reflects the commitment of UTSA to maintain the highest ethical standards and to comply with all applicable laws, policies, rules and regulations. To be in compliance means to adhere to all laws, rules, and policies that apply to your job. You are not responsible for knowing all the laws and policies that apply to UTSA.

You are responsible, however, for knowing and following the laws and policies that apply to you and your job at UTSA. The Director of Institutional Compliance is responsible for the administration of the university’s Institutional Compliance Program and is the Compliance Officer. The Executive Compliance Committee provides oversight for the program.
Employee concerns and/or issues of suspected non-compliance should be addressed through normal administrative channels whenever possible. However, UTSA employees may use the Hotline (by phone or by Internet) for reporting issues of suspected non-compliance. The Hotline is administered by a company that is unaffiliated with UTSA and acts as a neutral third party to accurately document the issues reported and forward them immediately to the appropriate individuals at UTSA for resolution.

**Hotline Web address**
www.reportlineweb.com/UTSA

**Hotline toll-free number**
1 (877) 270-5051
How do I know if I am doing the right thing?

ASK YOURSELF THESE QUESTIONS:

1. Is the action in compliance with university policies and procedures?
2. Is the action legal?
3. How will it look in the newspaper?

If you are still not sure what to do, ask your supervisor or contact the Office of Institutional Compliance & Risk Services at (210) 458-4992.
You have completed the Introduction to Getting Started with Compliance section. What would you like to do next?

- e-mail The Office of Institutional Compliance and Risk Services
- Review Introduction to Getting Started with Compliance Section
- Continue to RECORDS & INFORMATION
CONFIDENTIAL INFORMATION

Generally, documentation that is exempt from disclosure includes certain personnel data, student information, health/patient information, financial data, strategic plans, marketing strategies, and proprietary information.

Requests for documents under the Texas Public Information Act should be made in writing to the Public Information Officer. More information on how to submit a request, can be found at [link].

Unless specifically exempted from disclosure by the Attorney General or made confidential by law, all documents collected, assembled or maintained by UTSA in the regular course of business are available to the public under the terms and conditions of the Texas Public Information Act.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is the federal law that provides for the review and disclosure of student education records. The educational records of students are considered to be confidential under both state and federal law. As such, UTSA’s procedures regarding access to student records shall be in accordance with the applicable provisions of the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and the Texas Public Information Act. UTSA will not permit access to or the release of personally identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA.

For more information please visit:
The Family Educational Rights and Privacy Act (FERPA)  
UTSA 5.01 - Student Rights under the Family Educational Rights and Privacy Act (FERPA)
Click over each folder to view what information can be released. You can also download each PDF and print for your reference by clicking on the symbol below.

- **FERPA’s authorizations for release without consent**
  - Download here

- **Information that UTSA may release**
  - Download here

*So what can be released if asked?*
FERPA’S AUTHORIZATIONS FOR RELEASE WITHOUT CONSENT

- Appropriate school officials who have legitimate educational interests
- Officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student or student’s parent is notified and receives a copy of the record if desired
- Federal officials or state educational authorities
- In connection with a student’s application for or receipt of financial aid
- State and local officials or authorities to whom such information is allowed to be reported or disclosed pursuant to state statute
- Organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
- Accrediting organizations in order to carry out their accrediting functions
- The parents of a dependent student as defined in § 152 of Title 26 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance
- In an emergency situation if the information is necessary to protect the health or safety of the student or other persons
INFORMATION THAT UTSA MAY RELEASE

- Name, address and telephone number
- E-mail address
- Place of birth
- Major field of study
- Enrollment status
- Dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
- Most recent previous educational institution attended
- Classification
- Degrees, certificates, and awards (including scholarships) received
- Date of graduation
- Participation in officially recognized activities and sports
- Physical factors (height and weight) of athletes
FERPA CONTINUED
For records maintained by the Office of the Registrar, a record of requests for disclosure and such disclosure of personally identifiable information from student educational records is maintained by the Office of the Registrar for each student and is made available for inspection pursuant to this policy. If UTSA discovers that a third party who received student records from UTSA released or failed to destroy such records or information from such records in violation of FERPA, UTSA may not allow that third party access to personally identifiable information from educational records for at least five years.

Records subject to disclosure are purged according to regular schedules when no longer subject to audit or presently under request for access.

FERPA does not extend to research papers and theses authored by students; these documents are available to interested members of the public.
I received a phone call from someone who asked me to send her copies of documents that we keep on file in our office. Should I make the copies and send them to her?

- Yes
- No
A co-worker asked me if it was OK to release a student’s Social Security number. I told them not to release it, but I really wasn’t sure. Did I do the right thing?

You can give out Social Security numbers only if the student sends an email authorizing permission to give out the Social Security number.

- No, under no circumstances can we give out Social Security numbers.
- Yes, they should not be released unless there is a legitimate business reason for the request.
A salesperson I know asked me to provide him with some information that is contained in student records. Is he allowed to have this information?

- No. Student records can only be used for university business, unless otherwise specified under FERPA.
- Yes, we can pass out any student information, most people's data is already publicly available.
- No, you are never allowed to provide student information to anyone.
ACCURACY OF RECORDS
Employees of UTSA are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No one may enter false information on a document; and no one without the authority to do so may alter, destroy or expunge information on any record or document.
My supervisor has asked me to change the date on a receipt so we can be reimbursed. Am I allowed to do that?

- Yes, since my supervisor made the request it is ok.
- Yes, since my supervisor is trying to do the right thing, then it's ok. We will be thanked for fixing the record.
- No. Once a document has been completed it may not be altered. An addendum may be made, but the receipt should not be changed, and the addendum must be dated with the date it is written.
RETENTION AND DISPOSAL OF RECORDS

UTSA recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule that is consistent with state and federal laws and regulations. The Records Management Program at UTSA covers all records (written, computerized, photographic, and machine-readable or otherwise recorded, that are created or received) that document activities associated with university business.

Questions about the permanent or archival retention requirements for all records should be directed to the Records Retention Officer.

UTSA's HOP 9.21, Records and Information Management and Retention
My department is very low on file space and I need to throw away old files to make room for new ones. May I throw away everything that is greater than three years old?

- No, records are state property, we cannot get rid of any state property.
- Yes, UTSA is in great need of space and 3 years is more than enough time to keep the record.
- No. UTSA has a formal Records Retention Schedule that must be followed by all employees.
LITIGATION HOLD

Anytime the university reasonably expects it might be sued, it must take steps to preserve relevant evidence. UTSA may put a Litigation Hold on computers or other equipment that might contain relevant evidence which stops the routine destruction or deletion of electronic information. The Office of Information Technology/Information Security (OIT/ISO) preserves your e-mails, hard-drive files and network files. An employee on Litigation Hold must make sure they do not delete e-mail or electronic documents that are relevant to the hold. A Litigation Hold is simply a way for UTSA to preserve potential evidence.
What is considered potential evidence?

**PAPER FORM**
- Letters
- Memoranda
- Contracts
- Handwritten Notes
- Paper Calendars
- Telephone Messages

**ELECTRONIC FORM**
- E-mails
- Attachments
- Word Documents
- Outlook Calendars
- Scanned-in Documents
LITIGATION HOLD MEMORANDUM

If an employee is on Litigation Hold, he/she will receive a Litigation Hold Memorandum from the Office of Legal Affairs. The Memo will inform you that your computer is on Litigation Hold, it will reference the specific case for which you might have relevant information and it will provide specific directions and information. The Memo will be accompanied by a questionnaire asking you to identify any computers or other electronic equipment that you use to conduct business at UTSA.
GETTING STARTED WITH COMPLIANCE

DO'S

- Read the memo carefully
- Complete the questionnaire promptly and accurately and return it to the Office of Legal Affairs
- Accommodate OIT/ISO staff if they need to come to image your hard drive
- Save all newly created relevant documents to the network drive

DON'TS

- Panic
- Delete files or e-mails that contain relevant information
- Replace your computer, install new software or reimagine your hard drive without first contacting OIT/ISO

What do I do if I receive a litigation hold?
LITIGATION HOLD MEMORANDUM

When there is no longer a need to preserve the potential evidence, the Office of Legal Affairs will issue a Memorandum notifying you that the Litigation Hold on your computer/electronic equipment has been released. At that time, you can delete files or emails that contained the relevant information, in accordance with UTSA’s Records Retention Schedule.
You have completed the Records & Information section. What would you like to do next?

- e-mail Legal Affairs
- Review Records & Information Section
- Continue to HUMAN RESOURCES
Click each box below for more information before proceeding.

**HUMAN RESOURCES**

**HIRING PROCESS**
- 3 Day I-9 Verification

**EMPLOYEE HR RIGHTS**
- Family Medical Leave Act
- Overtime Compensation
- Timekeeping
- Americans with Disabilities Act
I-9
The Immigration Reform and Control Act of 1986 (IRCA) mandates that an Employment Verification Form (Form I-9) be completed for every new employee that has been hired after November 6, 1986. The I-9 verifies identity and authorization to work in the US.

Human Resources (HR) must verify documents to establish identity and the authorization to work in the United States within 3 business days from the hire date. The documents must be original and unexpired. A list of acceptable documents can be found at [link].

Employees who cannot present acceptable documents cannot work at UTSA. It is the supervisor’s responsibility to ensure that employees DO NOT work prior to completing their I-9 form through Human Resources.
FAMILY & MEDICAL LEAVE ACT (FMLA)
The Family and Medical Leave Act (FMLA) of 1993 is a federal law that makes available to all eligible employees up to 12 weeks of unpaid leave in a 12-month period for specific situations.

Employees are eligible for leave under the FMLA if they have worked for the State of Texas for at least 12 months (need not be continuous), and have worked for at least 1,250 hours during the 12 months prior to the first day of leave. FMLA leave runs concurrently with the employee’s use of sick leave, vacation leave and floating holidays. FMLA leave is approved through Human Resources and questions regarding FMLA should be directed to them.

Click for UTSA’s HOP 4.20 - Authorized Leave
I am a non-exempt employee. I like to get all of my work done each day, so sometimes I come in early and leave late, but I only record eight hours of work on my time report. Is this okay?

No, you must record all hours worked. However, non-exempt employees should work their regular work schedule during a workweek, except when required and approved (in advance) by your supervisor.
NON-EXEMPT EMPLOYEES
In accordance with Section 659.015 of the Texas Government Code, (Overtime Compensation for Employees Subject to the Fair Labor Standards Act) and HOP 4.12, non-exempt UTSA employees who are required or permitted to work over 40 hours in a workweek are to be compensated either:

- By receiving pay equal to one and one-half times the regular rate of pay for the hours in excess of 40 hours in a workweek, or
- By receiving compensatory time off at the rate of one and one-half hours for each hour of overtime (the hours in excess of 40 hours in a workweek), with a limit of 240 accrued hours per year.

The method of compensation (pay or compensatory time) is determined by department/division policy. Supervisors must specifically approve overtime before it is worked and compensatory time before it is taken.

Click **HOP** for UTSA's HOP 4.12 – Overtime for Non-exempt employees
EXEMPT EMPLOYEES
In accordance with Section 659.016 of the Texas Government Code, “Overtime Compensation for Employees Not Subject to the Fair Labor Standards Act of 1938,” and UTSA HOP 4.27, UTSA exempt, classified, benefits-eligible employees are permitted to earn and use state compensatory time as provided by state law. This policy does not apply to administrative and professional (A&P) employees, except as outlined in HOP 4.27. State compensatory time. Questions regarding overtime compensation should be directed to Human Resources.

Click for UTSA's HOP 4.27
TIMEKEEPING

Section 661.908 of the Texas Government Code, “Leave Records; Time and Attendance Records,” states the administrative head or governing body of each state agency shall require the following for each employee:

- Time and attendance records
- A record of the accrual and taking of vacation and sick leave
- A record of the reason an employee takes leave if other law requires the employee to inform the agency of the reason
- A record that shows whether any leave taken is accounted for as sick leave, vacation leave, other paid leave, leave without pay, or other absence.

Questions regarding exempt or non-exempt timekeeping should be directed to Human Resources.
AMERICANS WITH DISABILITIES (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in all areas of public life, including employment. An employee with a disability may need an accommodation. A reasonable accommodation is any change in the work environment that allows an individual to enjoy equal employment opportunities. A reasonable accommodation may include returning to work with restrictions on a temporary or permanent basis. Some other examples may include; change in the work duties, work restrictions, or changes in work environment (i.e. ergonomic changes).

For more information or to request an accommodation, please contact the ADA Coordinator at extension 4031 or visit [link].
A newly hired employee must present original unexpired document(s) to establish identity and work authorization to Human Resources within ___ business day(s) of hire?

- 1
- 3
- 7
- 30
Human Resources (HR) must verify documents to establish identity and the authorization to work in the United States within 3 business days from the hire date. Employees who cannot present acceptable documents cannot work at UTSA. It is the supervisor’s responsibility to ensure that employees DO NOT work prior to completing their I-9 form through HR.
You have completed the Human Resources section. What would you like to do next?

- e-mail Human Resources
- Review Human Resources Section
- Continue to RESEARCH
Research integrity promotes the responsible conduct of university research and ethical behavior by facilitating adherence to institutional policies and applicable federal, state and local laws and regulations in the following areas: research ethics, the use of human subjects in research, the use of animals in research, the use of hazardous materials in research, biosafety, export controls and conflict of interest. Individual investigators are responsible for obtaining and maintaining any applicable research integrity reviews and approvals prior to performing their research.
All requests for funding support to external sponsors, including all federal, state, county and local government agencies; foundations; nonprofit organizations; private corporations; and private groups and individuals who award grants to universities, contract with universities or otherwise enter into agreements with universities to provide funds to support specific projects, for the performance of a specific scope of work, must be processed through their respective Research Service Center (RSC) within the Office of Sponsored Programs Administration, per UTSA’s HOP 9.32 - Sponsored Programs Administration. University faculty and staff members who direct sponsored programs have the principal responsibility to carefully manage these programs. The RSCs provide and assist in these responsibilities through established procedures to help meet sponsor and University administrative requirements and assist in the management of sponsored project awards. The RSCs work very closely with the Office of Research Integrity (ORI) to ensure proposals are in compliance with Federal, State, UT System and UTSA rules and regulations.
The ORI oversees compliance with all federal Export Control regulations. ORI works with researchers and staff to prevent the unauthorized export of controlled technology and avoid business transactions with restricted parties. Areas of evaluation include research agreements, non-US visitors to UTSA, foreign travel by UTSA employees, purchasing from or contracting with non-US entities and other international activities. For more information, visit the ORI website at [link].
I had a great idea while eating lunch at home. Do I own my idea?

While ideas are your own, there are many conditions that need to be cleared that may indicate institutional ownership of such intellectual property developed while with the university. If your idea is related to your job, is developed on UTSA time, was supported by UTSA, or you used UTSA resources, the UT System Board of Regents has the ownership rights to the idea.
INTELLECTUAL PROPERTY

It is the basic policy of the UT System and its institutions that intellectual property be developed primarily to serve the public interest via the advancement of research, education, and commercialization. The UT System also encourages the development of inventions to serve the needs of the creator and research sponsors, if any, by permitting timely discourse and protection of such intellectual property whether by development and commercialization, by publication, or both. The UT System generally does not assert its interest in certain copyrights such as scholarly or educational materials which reside with the faculty and staff.

At UTSA the Office of Commercialization and Innovation reviews and makes recommendations on whether the university should assert its interest in certain intellectual property.
INTELLECTUAL PROPERTY

Intellectual property includes copyright materials, inventions, discoveries, trade secrets, artwork, technology, creations, scientific or technological developments, computer software or other forms of expression.

This applies to persons employed by UTSA, anyone using university facilities under the supervision of university personnel, students working on sponsored research, and pre- and post-doctoral fellows.

If your idea is related to your job, is developed on UTSA time, was supported by UTSA, or you used UTSA resources, the UT System Board of Regents has the ownership rights to the idea.

INTELLECTUAL PROPERTY?

INCLUDE?

WHO OWNS?

INVENTION DISCLOSURE
WHO OWNS INTELLECTUAL PROPERTY?

If intellectual property is developed by an employee of UTSA or invented at UTSA facilities under the supervision of UTSA personnel, the Board of Regents of the UT System owns the intellectual property. Each inventor must assign his or her rights in the intellectual property to the Board. This includes all faculty, staff and students.

conditions that need to be cleared that may indicate institutional ownership of such intellectual property developed while with the university. If your idea is related to your job, is developed on UTSA time, was supported by UTSA, or you used UTSA resources, the UT System Board of Regents has the ownership rights to the idea.
INVENTION DISCLOSURE

An inventor must disclose the intellectual property created to the university as early in the development process as possible by completion of an Invention Disclosure Form. Disclosure should occur well before submitting any information about intellectual property for publication, or making any public disclosure, oral or written, or even a private disclosure.

For more information on the invention disclosure process or to obtain a copy of the invention disclosure form, please visit the Office of Commercialization and Innovation webpage.

Other Resources:
- Regents Rule 90101: Intellectual Property: Preamble, Scope, Authority
- UTSA’s 10.04 – Conflict of Interest in Research and Intellectual Property
- UTSA’s 10.15 - Management, Use and Commercialization of UTSA Intellectual Property
PHOTOCOPYING OF COPYRIGHT MATERIAL
Permission must be obtained from the copyright owner to reproduce copyrighted materials where:
   a) Copying extends beyond what is permitted by license or the boundaries of fair use
   b) The work is not likely an orphan work, and
   c) Advice of the Office of General Counsel (OGC) has not been received

Click for UT System's UTS107 – Use of Copyrighted Materials

Click for UTSA's HOP 9.11 - Reproduction of Copyright Materials

Most works should be presumed to be copyright protected unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be freely used by the public.
I would like to photocopy a portion of a certain book for use in my training class. Would this be ok?

- Yes, as long as the material to be copied is for use at UTSA it is ok.
- No, all photocopies must be made by the course instructor.
- Potentially, if it meets the applicable guidelines.
YOU’RE RIGHT.

Potentially you can photocopy this information if it meets applicable guidelines. Please be sure to consult HOP 9.11 and UTS107 for more information.
You have completed the Research section. What would you like to do next?

- e-mail the Research Department
- Review Research Section
- Continue to MEDIA
UNIVERSITY COMMUNICATIONS AND MARKETING
MANAGING THE UTSA BRAND

University Communications and Marketing is charged with managing and advancing UTSA’s brand and reputation as a leading public research institution. UTSA faculty, staff and student workers should ensure that messages and visual imagery conveyed in UTSA-related marketing and communications projects are consistent with the university’s overarching themes and reviewed by University Communications and Marketing in accordance with policy 4.22.
COMMUNICATING THE UTSA BRAND

As a community of more than 33,000 faculty, staff and students, it is crucial that we communicate about UTSA consistently and effectively. The UTSA Brand Identity Guide describes the appropriate use of UTSA's logos and wordmark. It applies to:

- **Printed pieces** such as brochures, fliers, posters, letterhead, business cards, magazines, advertising and newsletters; and
- **Electronic media** such as university web pages, faculty web pages and presentations

Download the **Brand Identity Guide** to become familiar with UTSA branding best practices.
**COMMUNICATING THE UTSA BRAND**

A brand is your reputation. It’s what your audience, externally and internally, perceive when they see or hear your name.

Branding helps distinguish UTSA from other institutions and makes it memorable. As UTSA continues to transform into a Tier One research institution, consistent branding and messaging will help elevate the university’s position as a top-tier university in a top-tier city. UTSA’s growing reputation creates a more valuable degree for our alumni, helps attract top scholars and students, and reinforces the impact UTSA is making on San Antonio, the nation and the world.
UTSA WORDMARK AND LOGO COMPLIANCE

The institutional wordmark is used by the entire UTSA community. It is managed by the Office of University Communications and Marketing. Outside groups must obtain permission to use the UTSA wordmark in their materials.

UTSA Athletics has two commonly used wordmarks. They utilize a different font style than the institutional wordmark.

The Director of Marketing in UTSA Athletics must approve use of the UTSA Athletics marks and any marks that incorporate the Athletics font style.

*UTSA’s identity system is more than just the wordmark. Visit the [Brand Identity Guide](#) to see a flexible system.*
GETTING STARTED WITH COMPLIANCE

Click over each box below for more information before proceeding.

BRANDING FAQ’S

Is Rowdy an Institutional mark or an Athletics mark?

Can I create a logo for my department, office or program?

I am interested in using the UTSA logo on a product I would like to sell. How can I become a licensed vendor?

I need to order UTSA stationery for my department, office or program. Where do I start?

HELPFUL LINKS

UTSA Office of University Communications and Marketing

UTSA Brand Identity Guide

WorkFront project intake system

UTSA Photo Library
GETTING STARTED WITH COMPLIANCE

Click over each box below for more information before proceeding.

BRANDING FAQ’S

Is Rowdy an Institutional mark or an Athletics mark?  
Rowdy, as shown here, can be used in both institutional and UTSA Athletics materials by UTSA departments, offices and programs. Outside groups must obtain permission to use Rowdy in their materials.

Can I create a logo for my department, office or program?  

I am interested in using the UTSA logo on a product I would like to sell. How can I become a licensed vendor?

I need to order UTSA stationery for my department, office or program. Where do I start?

HELPFUL LINKS

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UTSA Brand Identity Guide

WorkFront project intake system

UTSA Photo Library
GETTING STARTED WITH COMPLIANCE

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HELPFUL LINKS

- UTSA Office of University Communications and Marketing
- UTSA Brand Identity Guide
- WorkFront project intake system
- UTSA Photo Library

University Communications and Marketing can work with you to develop a compliant identity for your department, office or program. However, uniquely distinct logos are not encouraged and will not be approved by the Chief Communications Officer.
GETTING STARTED WITH COMPLIANCE

Click over each box below for more information before proceeding.

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BRANDING FAQ'S

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HELPFUL LINKS

UTSA Office of University Communications and Marketing

UTSA Brand Identity Guide

WorkFront project intake system

UTSA Photo Library
CONTACT WITH THE MEDIA

UTSA recognizes the important role of the news media in the fulfillment of our mission. It is our policy to maintain an open dialogue and transparency with the media.

The Chief Communications Officer acts as the official spokesperson for UTSA. If an employee is contacted by a member of the news media about an official university matter or a matter of institutional policy, the journalist should be referred to the Chief Communications Officer.

Employees are encouraged to interact with the news media regarding their areas of expertise, under the supervision of the Office of University Communications and Marketing.
CONTACT WITH OUTSIDE INVESTIGATORS

It is our policy to cooperate with government investigations of UTSA and its employees. UTSA employees are responsible for notifying their supervisor immediately if they receive a subpoena, inquiry or other legal document from any governmental agency regarding official UTSA business, whether at home or in the workplace. Supervisors should inform the Office of Legal Affairs regarding subpoenas, depositions or other legal requests concerning government investigations of UTSA and its employees. If a UTSA employee is contacted at home by a government agent, without a search warrant or a subpoena, concerning a government investigation of UTSA, that employee should request that the agent make such contact at work the next business day and should immediately contact his/her supervisor.

When providing information to elected officials, notify the Office of External Affairs for coordination with the UT System Administration Office of Governmental Relations.
CONTACT WITH THE MEDIA, GOVERNMENT & OUTSIDE INVESTIGATORS

I am employed in the Development Office at UTSA. A local newspaper reporter called to ask me questions about a recent large gift to the university. May I answer the reporter's questions?

A reporter called me to ask questions that relate to my area of teaching and research. I can answer the questions but I know of other scholars in the region who are better suited to the request. May I refer the reporter to someone else?

Last night, while I was having dinner with my family, there was a knock at my door. The person identified herself as an FBI agent and wanted to talk with me about my work at UTSA. Should I have spoken with her?
You have completed the Getting Started with Compliance lesson. What would you like to do next?

- e-mail Communications & Marketing
- Review Marketing Section
- Scroll up and click the orange EXIT ACTIVITY button above this lesson to return to the course homepage and click on the ETHICS lesson