



**Title of Policy:** Engagement Policy  
**Policy No.#** 1.1007  
**Type of Policy:** Administrative  
**Effective Date:** July 1, 2022  
**Last Revised:** New  
**Policy Owner:** Florida Memorial University  
**Policy Contact:** Office of the President

**I. Reason for the Policy:**

The purpose of the Engagement Policy is to define the rules of engagement for faculty, staff, and students when dealing with the University's internal constituency groups and external public. FMU is committed to efficacy and compliance in all areas of operation.

**II. Policy Statement**

Faculty, staff, and students should be cognizant of governing policies, including, but not limited to, federal, state, and university policies and procedures, and accreditation standards. All interactions should be approved through the appropriate organizational structure to ensure compliance with governing policies and procedures. This policy does not apply to Personal Conversation or Communication with individuals outside of Institutional Operations.

Parallel structures that confuse communication and exclude or circumvent appropriate administrators without giving them an opportunity to address the issues are destructive of morale, as well as contrary to prudence and the principles of good management.

The President is accountable to the Board of Trustees (“BOT”) and is the primary contact for communications with members of the Board. Communication with the BOT should be transmitted through the University President. When a direct approach is impossible (e.g., incapacity, or conflict), it is expected that the person or group making the approach will inform the President and other appropriate administrators of the substance of the communication and of any subsequent developments.

**III. Scope**

This policy applies to all members of the FMU Community, faculty, staff, and students, when engaging with others about institutional operational issues.

**IV. Definitions**

Term	Definition
Institutional Operations	Anything that relates to the conduct of FMU business.
Personal Conversation or Communication	Verbal or written interactions that relate to an individual or activities that do not have any relationship to FMU OR any verbal or written engagement that does not relate to official FMU business or operations.

**V. Responsibilities**

This Policy shall be enforced by the President's management team and divisional leaders.

**VI. Enforcement**

It is the responsibility of the Office of the President to oversee enforcement of this policy. Anyone who violates this policy will be subject to appropriate corrective action that may result in warning, probation, suspension or separation from the University.

**Approved:**

Signature	Title	Date
 <small>Jaffus Hardrick (Feb 11, 2022 12:16 EST)</small>	President	2-11-22