



## ADMINISTRATIVE POLICY TEMPLATE

<b>Policy Title</b>	Political Activity Policy
<b>Policy Subtitle/Subject</b>	Political Activity Policy
<b>Responsible Executive(s) (RE)</b>	<b>Sr. VP and COO, Patrick Norton</b>
<b>Responsible Office(s) (RO)</b>	<b>Office of Human Resources</b>
<b>Primary Point of Contact from RO</b>	<b>VP of Human Resources, Jonathan Small</b>
<b>Contact Information (email and phone)</b>	hr@tulane.edu
<b>Date Proposed</b>	08/15/2025
<b>Reviewed</b>	08/15/2025
<b>Last Updated</b>	08/15/2025
<b>Effective Date</b>	08/15/2025

Permanent

Temporary

### 1.0 POLICY STATEMENT

Under federal law, the University may not participate in or intervene in any political campaign on behalf of any candidate for public office. However, members of the University community are encouraged to fulfill their civic responsibilities as private citizens. There are no restraints upon your personal political activity, provided you act as a private citizen and do not represent the University. You may not use University resources, time or property for or on behalf of any political candidate, campaign or organization.

### 2.0 PURPOSE AND SCOPE

Federal law prohibits the University from participating in or intervening in any political campaign. The purpose of this policy is to clarify that any political

activity by faculty and staff may only be done as private citizens, and not as a representative of the University.

### **3.0 APPLICABILITY OF THIS POLICY**

All members of the Tulane community.

### **4.0 WEBSITE ADDRESS FOR THIS POLICY**

*Enterprise Risk Services will add the web address of the policy after it is added to the policy library.*

### **5.0 CONTACTS**

Subject	Contact	Telephone	E-mail/Web Address
Click or tap here to enter text.	Office of Human Resources	504-865-4748	hr@tulane.edu

### **6.0 CONTENT**

N/A

### **7.0 DEFINITIONS**

N/A

### **8.0 POLICY AND PROCEDURES**

N/A

### **9.0 CONSEQUENCE OF VIOLATING THE POLICY**

Violation of this policy may result in disciplinary action, up to and including termination and/or criminal prosecution.

Every policy should include general university-approved language and reference to the employee handbook and other applicable policies, (for example, <https://counsel.tulane.edu/policies>, and <https://tulane.edu/handbooks-and-policies>).