UNIVERSITY POLICY NO. 041, SERIES OF 2025

POLICY ON ETHICAL AND SUSTAINABLE FOOD PROCUREMENT, RESPONSIBLE SOURCING, AND INSTITUTIONAL SUPPLY CHAIN MANAGEMENT

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in fulfillment of its institutional commitment to responsible consumption, environmental sustainability, ethical governance, social responsibility, and sustainable development, hereby adopts this Policy on Ethical and Sustainable Food Procurement, Responsible Sourcing, and Institutional Supply Chain Management.

The University recognizes that institutional procurement practices significantly influence environmental sustainability, food safety, labor conditions, resource consumption, waste generation, and the economic welfare of suppliers and communities.

As a public higher education institution, QCU acknowledges its responsibility to ensure that food, beverages, catering services, and other institutional supplies are acquired through transparent, accountable, ethical, environmentally responsible, and legally compliant procurement processes.

Consistent with Sustainable Development Goal 12 (Responsible Consumption and Production), the University shall promote responsible purchasing practices that consider not only cost, quality, and operational requirements but also relevant social, environmental, labor, and ethical considerations.

QCU shall encourage the procurement of safe, nutritious, responsible, and environmentally sustainable food products, subject to applicable government procurement laws, approved budgets, and institutional requirements.

The University shall promote fair competition, supplier accountability, responsible labor practices, sustainable packaging, food waste reduction, and environmentally responsible supply chain management.

Where legally permissible and consistent with competitive procurement requirements, QCU shall encourage participation by qualified local producers, farmers, cooperatives, microenterprises, and other responsible suppliers.

The University shall prohibit procurement-related corruption, conflicts of interest, fraudulent supplier representations, and other unethical practices.

This policy establishes the institutional framework for ethical food sourcing, sustainable procurement, supplier evaluation, responsible purchasing, contract monitoring, and continuous improvement.

SECTION 2. LEGAL AND POLICY BASES

This policy is anchored on the following legal, regulatory, and international frameworks:

2.1. The 1987 Philippine Constitution, Article II, Section 16. Recognizes the right of the people to a balanced and healthful ecology.

2.2. Republic Act No. 12009, or the New Government Procurement Act. Establishes the legal framework for public procurement, including relevant principles of transparency, accountability, competition, efficiency, and sustainability.

2.3. Implementing Rules and Regulations of Republic Act No. 12009. Provide applicable procurement procedures and requirements, subject to relevant transitional provisions.

2.4. Republic Act No. 3019, or the Anti-Graft and Corrupt Practices Act. Prohibits corrupt practices involving public officers and relevant transactions.

2.5. Republic Act No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees. Establishes ethical standards for public service.

2.6. Republic Act No. 10611, or the Food Safety Act of 2013. Establishes the national food safety regulatory framework.

2.7. Presidential Decree No. 856, or the Code on Sanitation of the Philippines. Establishes relevant sanitation and public health requirements.

2.8. Republic Act No. 9003, or the Ecological Solid Waste Management Act of 2000. Establishes requirements concerning waste segregation, reduction, recovery, and disposal.

2.9. Republic Act No. 11898, or the Extended Producer Responsibility Act of 2022. Establishes extended producer responsibility requirements for covered enterprises and plastic packaging, subject to applicability.

2.10. Republic Act No. 11058, or the Occupational Safety and Health Standards Law. Establishes relevant occupational safety and health protections for covered workplaces.

2.11. Republic Act No. 7610, or the Special Protection of Children Against Abuse, Exploitation and Discrimination Act. Provides relevant protections against child exploitation.

2.12. Republic Act No. 10068, as amended by Republic Act No. 11511, or the Organic Agriculture Act. Promotes organic agriculture and establishes relevant standards and mechanisms.

2.13. Republic Act No. 10644, or the Go Negosyo Act. Supports the development of micro, small, and medium enterprises.

2.14. Republic Act No. 10173, or the Data Privacy Act of 2012. Establishes relevant requirements for protecting personal information in procurement and supplier management.

2.15. Applicable Commission on Audit, Government Procurement Policy Board, Department of Budget and Management, Department of Agriculture, Food and Drug Administration, and local government regulations. Provide relevant procurement, financial, food safety, and administrative requirements.

2.16. Applicable Quezon City Environmental, Sanitation, and Waste Management Ordinances. Establish relevant local requirements.

2.17. United Nations Sustainable Development Goal 2. Promotes zero hunger and improved nutrition.

2.18. United Nations Sustainable Development Goal 8. Promotes decent work and economic growth.

2.19. United Nations Sustainable Development Goal 12. Promotes responsible consumption and production.

2.20. United Nations Sustainable Development Goal 13. Promotes climate action.

All references shall be interpreted according to their current legal effect and applicability to QCU.

SECTION 3. OBJECTIVES

3.1. General Objective

To institutionalize ethical, sustainable, transparent, and socially responsible procurement practices for food, beverages, catering services, and other institutional supplies at Quezon City University.

3.2. Specific Objectives

This policy specifically aims to:

1. Establish institutional standards for ethical and sustainable food procurement.
2. Ensure compliance with applicable government procurement regulations.
3. Promote the purchase of safe, nutritious, and quality food products.
4. Integrate appropriate environmental and social considerations into procurement planning.
5. Encourage responsible sourcing and supply chain transparency.
6. Promote fair labor practices among suppliers and service providers.
7. Prevent procurement-related corruption and conflicts of interest.
8. Encourage participation by qualified local producers and responsible enterprises.
9. Reduce unnecessary packaging and single-use materials.
10. Promote food waste prevention and responsible disposal.
11. Establish supplier assessment and monitoring procedures.
12. Strengthen accountability among campus food service providers.
13. Establish measurable indicators for sustainable procurement.
14. Support QCU's contribution to SDGs 2, 8, 12, and 13.

SECTION 4. SCOPE AND COVERAGE

This policy shall apply to procurement activities undertaken or administered by QCU, subject to applicable government procurement regulations.

4.1. Food and Beverage Procurement

The policy shall cover food and beverages purchased for:

1. University meetings.
2. Academic conferences and seminars.
3. Training and capacity-building activities.
4. Official University events.
5. Student activities funded or administered by the University.
6. Research and extension activities.
7. Other authorized institutional purposes.

4.2. Catering Services

The policy shall apply to catering contracts and food service arrangements procured by the University.

4.3. Campus Food Concessionaires

Campus canteens, cafeterias, kiosks, and other food concessionaires shall comply with applicable food safety, sanitation, environmental, and contractual requirements.

The University shall incorporate relevant ethical sourcing provisions into new or renewed concession agreements where legally permissible.

4.4. Institutional Supplies

Relevant provisions shall also apply to office supplies, cleaning products, consumables, packaging materials, and other institutional purchases where appropriate.

4.5. Suppliers and Service Providers

All suppliers, contractors, distributors, and service providers participating in covered procurement activities shall comply with applicable laws and approved contractual requirements.

4.6. University Offices

This policy applies to the Procurement Office, Bids and Awards Committee, requesting offices, property and supply management units, finance offices, facilities management, and other personnel involved in procurement and contract administration.

SECTION 5. DEFINITION OF TERMS

5.1. Ethical Sourcing refers to purchasing goods and services with due consideration for lawful, fair, transparent, socially responsible, and environmentally responsible production and supply practices.

5.2. Sustainable Procurement refers to procurement that considers relevant environmental, social, and economic impacts throughout the acquisition and use of goods and services.

5.3. Responsible Supplier refers to a supplier that complies with applicable laws and relevant contractual standards concerning product quality, food safety, labor practices, environmental responsibility, and ethical conduct.

5.4. Local Sourcing refers to obtaining products from suppliers or producers within an appropriately defined geographic area, where lawful and feasible.

5.5. Sustainable Food Products refer to food products produced, processed, packaged, transported, or distributed using practices that appropriately reduce adverse environmental and social impacts.

5.6. Food Safety refers to the conditions and measures necessary to ensure that food is safe for human consumption.

5.7. Supply Chain Transparency refers to the availability of appropriate information concerning product origin, supplier identity, production arrangements, and relevant compliance requirements.

5.8. Sustainable Packaging refers to packaging designed to reduce unnecessary material consumption and environmental impacts while maintaining product safety and quality.

5.9. Food Waste refers to food intended for human consumption that is discarded or otherwise lost during preparation, service, or consumption.

5.10. Supplier Evaluation refers to the authorized assessment of suppliers against applicable legal, technical, financial, ethical, and sustainability requirements.

5.11. Green Procurement refers to procurement that incorporates appropriate environmental performance considerations into purchasing decisions.

5.12. Life-Cycle Considerations refer to relevant costs and impacts associated with production, transportation, use, maintenance, and disposal of purchased goods.

SECTION 6. GENERAL POLICY GUIDELINES

6.1. Ethical Procurement Commitment

QCU shall conduct procurement activities with integrity, transparency, accountability, fairness, and compliance with applicable government procurement laws.

All procurement personnel shall observe applicable ethical standards.

6.2. Sustainable Procurement Planning

The University shall incorporate appropriate sustainability considerations into procurement planning and technical specifications.

Such considerations shall be relevant to the procurement requirement, objectively defined, proportionate, and consistent with applicable procurement rules.

6.3. Food Safety and Quality Assurance

All food and beverage products procured by QCU shall comply with applicable food safety, sanitation, and quality requirements.

Food suppliers and catering providers shall possess the permits, licenses, and certifications required for their operations.

6.4. Responsible Food Sourcing

QCU shall encourage the procurement of food products from suppliers demonstrating responsible production, handling, storage, and distribution practices.

Appropriate sourcing considerations may include:

1. Food safety compliance.
2. Product traceability.
3. Responsible agricultural practices.

4. Appropriate environmental management.
5. Lawful labor practices.
6. Responsible packaging.
7. Product quality and nutritional suitability.

6.5. Promotion of Local Food Producers

Where legally permissible, QCU shall encourage qualified local farmers, cooperatives, food producers, and small enterprises to participate in institutional procurement opportunities.

Local sourcing shall not be implemented through unlawful geographic restrictions, unjustified supplier preferences, or measures inconsistent with public procurement rules.

6.6. Fair Labor and Human Rights Standards

QCU shall require suppliers to comply with applicable labor and employment laws.

The University shall not knowingly tolerate unlawful child labor, forced labor, human trafficking, or other serious labor violations in covered supply arrangements.

6.7. Fair and Competitive Supplier Selection

Supplier selection shall follow applicable government procurement procedures.

Sustainability requirements shall not be used to improperly favor particular suppliers or restrict competition.

6.8. Prevention of Corruption and Conflicts of Interest

All procurement participants shall comply with applicable anti-corruption, disclosure, and conflict-of-interest requirements.

Improper gifts, favors, commissions, or other unlawful benefits connected with procurement shall be prohibited.

6.9. Sustainable Packaging

The University shall encourage reduced packaging, reusable service materials, and appropriate recyclable or environmentally preferable alternatives.

Packaging requirements shall remain consistent with food safety, sanitation, operational needs, and applicable procurement rules.

6.10. Reduction of Single-Use Materials

QCU shall progressively reduce unnecessary single-use food service materials in University-funded activities where feasible.

Appropriate alternatives may include reusable plates, utensils, beverage containers, and other safe and practical service materials.

6.11. Food Waste Prevention

Food procurement and catering arrangements shall incorporate appropriate measures to prevent unnecessary food waste.

Measures may include:

1. Accurate participant forecasting.
2. Appropriate portion planning.
3. Reasonable food quantity estimation.
4. Safe storage and handling.
5. Responsible management of surplus food.
6. Appropriate waste segregation and disposal.

6.12. Sustainable Menu Planning

For University-funded catering activities, requesting offices shall be encouraged to consider nutritious, balanced, culturally appropriate, and environmentally responsible menu options.

Menu planning shall account for applicable dietary restrictions and food safety requirements.

6.13. Responsible Transportation and Delivery

Where feasible and legally appropriate, QCU shall encourage efficient delivery schedules, consolidated orders, and other measures that reduce unnecessary transportation and packaging impacts.

6.14. Supplier Accountability

Suppliers shall be responsible for complying with applicable laws, procurement specifications, and contractual obligations.

Material violations shall be addressed through appropriate contractual and legal procedures.

6.15. Campus Concessionaire Compliance

Food concessionaires operating on University premises shall comply with applicable sanitation, food safety, environmental, and contractual requirements.

6.16. Environmentally Responsible Institutional Supplies

QCU shall encourage appropriate sustainability criteria for non-food institutional supplies, including:

1. Resource-efficient products.
2. Reusable or refillable materials.
3. Reduced unnecessary packaging.
4. Durable products.
5. Recycled-content materials where appropriate.
6. Responsible disposal arrangements.

6.17. Supply Chain Transparency

Where relevant and proportionate, QCU may require suppliers to provide information on product origin, manufacturing or production sources, relevant certifications, and compliance with applicable standards.

6.18. Verification of Sustainability Claims

Environmental or ethical claims made by suppliers shall be supported by appropriate evidence when used as procurement requirements or evaluation criteria.

A supplier's unsupported assertion that a product is organic, environmentally friendly, ethically produced, or sustainably sourced shall not automatically be accepted as verified compliance.

6.19. Continuous Improvement

QCU shall periodically review procurement practices to identify opportunities for improving ethical sourcing, environmental sustainability, and resource efficiency.

SECTION 7. ETHICAL FOOD PROCUREMENT STANDARDS

The University shall establish appropriate procurement standards covering the following areas.

7.1. Food Safety

Food suppliers shall comply with applicable food safety, handling, sanitation, and storage requirements.

7.2. Product Quality

Food products shall meet approved technical specifications and relevant quality standards.

7.3. Supplier Legitimacy

Suppliers shall possess the registrations, permits, and licenses required by law.

7.4. Responsible Labor Practices

Suppliers shall comply with applicable labor laws and contractual ethical sourcing requirements.

7.5. Environmental Responsibility

Relevant environmental considerations may include resource-efficient production, responsible packaging, waste management, and reduced unnecessary environmental impacts.

7.6. Product Traceability

Where appropriate, suppliers shall provide reasonable information concerning product origin and relevant distribution arrangements.

7.7. Local and Community Participation

Qualified local producers and enterprises shall be encouraged to participate in procurement opportunities through lawful and competitive mechanisms.

7.8. Food Waste Management

Suppliers and catering providers shall cooperate with appropriate institutional food waste reduction measures.

7.9. Ethical Business Conduct

Suppliers shall refrain from fraudulent representations, corruption, collusion, and other unlawful procurement practices.

SECTION 8. RESPONSIBLE PROCUREMENT PROCEDURES

8.1. Identification of Procurement Requirements

The requesting office shall identify the food, beverage, catering, or supply requirements of the proposed activity.

8.2. Procurement Planning

The requesting office and Procurement Office shall consider relevant sustainability requirements during procurement planning.

8.3. Development of Technical Specifications

Appropriate ethical and sustainability requirements shall be incorporated into technical specifications where authorized and relevant.

8.4. Supplier Qualification and Evaluation

Suppliers shall be evaluated using applicable legal, technical, financial, and procurement criteria.

8.5. Procurement Approval

Procurement shall undergo the required institutional approval processes.

8.6. Contract Award and Documentation

Approved contracts or purchase orders shall specify relevant product, food safety, service, environmental, and ethical requirements.

8.7. Delivery and Inspection

Delivered goods and services shall be inspected against applicable contractual and technical requirements.

8.8. Supplier Performance Monitoring

The designated office shall monitor relevant supplier performance, including food safety, product quality, delivery, and compliance with approved sustainability provisions.

8.9. Corrective Action

The University shall address identified deficiencies through appropriate corrective action, contract administration, or other legally authorized remedies.

8.10. Procurement Review

The University shall periodically review procurement practices and identify opportunities for improvement.

SECTION 9. SUSTAINABLE FOOD SERVICE AND CATERING REQUIREMENTS

For covered University-funded activities, QCU shall encourage the following practices where feasible and consistent with applicable requirements:

1. Appropriate food quantity planning.
2. Nutritious and balanced menu options.
3. Safe food preparation and handling.
4. Reduced unnecessary packaging.
5. Use of reusable serving materials where practical.
6. Appropriate waste segregation.
7. Responsible management of surplus food.
8. Efficient food delivery arrangements.
9. Appropriate accommodation of dietary requirements.
10. Compliance with sanitation and food safety regulations.

The University may establish more specific food service guidelines through implementing procedures.

SECTION 10. CAMPUS FOOD CONCESSIONAIRE MANAGEMENT

10.1. Institutional Oversight

The designated University office shall monitor compliance by campus food concessionaires with applicable contractual, food safety, sanitation, and environmental requirements.

10.2. Ethical Sourcing Provisions

Where legally permissible, concession agreements shall include relevant provisions concerning responsible food sourcing, lawful labor practices, and environmental responsibility.

10.3. Food Safety Compliance

Concessionaires shall maintain applicable permits and comply with relevant sanitation and food safety requirements.

10.4. Waste Management

Concessionaires shall implement appropriate waste segregation and disposal practices.

10.5. Sustainable Packaging

Concessionaires shall be encouraged or required, as authorized by applicable law and contract terms, to reduce unnecessary single-use packaging.

10.6. Monitoring and Corrective Action

Material noncompliance shall be addressed through appropriate contract administration procedures.

SECTION 11. SUPPLIER CODE OF ETHICAL AND SUSTAINABLE CONDUCT

QCU shall establish a Supplier Code of Ethical and Sustainable Conduct for covered procurement arrangements.

The Code shall address:

1. Compliance with applicable laws.
2. Honest and transparent business practices.
3. Anti-corruption and conflict-of-interest requirements.
4. Food safety and product quality.
5. Fair labor practices.
6. Prohibition of unlawful child and forced labor.
7. Environmental compliance.
8. Responsible waste management.
9. Accurate supplier representations.
10. Cooperation with authorized compliance verification.

The Supplier Code shall be incorporated into procurement or contractual documents where legally appropriate.

SECTION 12. ROLES AND RESPONSIBILITIES

12.1. Office of the University President

The Office of the University President shall provide institutional leadership, policy direction, and oversight.

12.2. Office of the Vice President for Administration or Equivalent Office

The designated administrative office shall oversee institutional implementation and coordination.

12.3. Procurement Office

The Procurement Office shall:

1. Coordinate applicable procurement procedures.
2. Support the integration of authorized sustainability criteria.
3. Maintain procurement records.

4. Coordinate relevant supplier compliance documentation.
5. Support procurement monitoring and reporting.

12.4. Bids and Awards Committee

The Bids and Awards Committee shall perform its functions in accordance with applicable government procurement laws and regulations.

12.5. Requesting Offices and End-User Units

Requesting offices shall:

1. Identify procurement requirements.
2. Prepare appropriate technical specifications.
3. Consider relevant ethical and sustainability measures.
4. Monitor delivered goods and services within their responsibility.
5. Report supplier performance concerns.

12.6. Property and Supply Management Office

The designated property and supply office shall support appropriate inspection, inventory, and supply management procedures.

12.7. Finance and Budget Office

The designated finance office shall ensure that expenditures comply with applicable financial and budgetary requirements.

12.8. Sustainability or Environmental Management Office

The designated sustainability office or focal unit shall support sustainable procurement initiatives, waste reduction, and environmental performance monitoring.

12.9. Campus Facilities or Concessionaire Management Office

The designated office shall monitor relevant campus concessionaire requirements and coordinate appropriate corrective measures.

12.10. Legal Office or Equivalent Unit

The designated legal office shall provide guidance concerning procurement compliance, contract provisions, supplier obligations, and applicable legal requirements.

12.11. Suppliers, Contractors, and Concessionaires

Suppliers and service providers shall comply with applicable laws and approved contractual obligations.

SECTION 13. MONITORING, EVALUATION, AND PERFORMANCE INDICATORS

QCU shall establish a monitoring and evaluation framework to assess ethical and sustainable procurement practices.

Performance indicator	Measurement or monitoring requirement
Ethical and sustainable procurement policy	Approved institutional policy
Procurement activities assessed	Number and percentage of relevant procurements reviewed for applicable sustainability criteria
Ethical sourcing requirements	Number of contracts containing appropriate ethical sourcing provisions
Supplier compliance	Number of suppliers assessed against relevant requirements
Food safety compliance	Number of covered food suppliers with verified required documentation
Sustainable packaging	Number of covered activities or contracts using approved packaging reduction measures
Local supplier participation	Number of qualified local suppliers participating in procurement opportunities
Food waste reduction	Documented food waste prevention initiatives
Campus concessionaire compliance	Number of concessionaires reviewed for relevant contractual requirements
Procurement staff awareness	Number of relevant training or orientation activities
Corrective actions	Number of identified supplier deficiencies and their disposition
Annual implementation review	Completion of the annual ethical procurement review

The University shall distinguish between planned initiatives, documented implementation, and verified outcomes.

SECTION 14. ANNUAL ETHICAL AND SUSTAINABLE PROCUREMENT REVIEW

The designated coordinating office shall conduct an annual review of ethical and sustainable procurement implementation.

The review shall examine:

1. Relevant procurement activities.
2. Application of ethical sourcing requirements.
3. Supplier compliance records.
4. Food safety and quality concerns.
5. Sustainable packaging initiatives.
6. Food waste prevention measures.
7. Local supplier participation.
8. Campus concessionaire compliance.
9. Identified procurement challenges.
10. Recommendations for improvement.

An Annual Ethical and Sustainable Procurement Implementation Report shall be prepared for institutional review.

SECTION 15. DOCUMENTATION AND RECORDKEEPING

QCU shall maintain appropriate documentation demonstrating implementation of this policy.

Relevant records may include:

1. Approved Ethical and Sustainable Food Procurement Policy.
2. Annual Procurement Plan and relevant procurement documents.
3. Technical specifications incorporating approved sustainability criteria.
4. Supplier eligibility and compliance documents.
5. Food safety permits and certifications, where required.
6. Supplier Code of Ethical and Sustainable Conduct.
7. Relevant contracts and purchase orders.
8. Delivery and inspection reports.
9. Supplier performance evaluations.
10. Campus food concessionaire agreements.
11. Waste management and packaging reduction records.
12. Sustainable procurement training materials.
13. Annual Ethical and Sustainable Procurement Implementation Reports.

Records shall be managed according to applicable government procurement, auditing, records management, and data privacy requirements.

SECTION 16. CAPACITY BUILDING AND AWARENESS

QCU shall promote awareness of ethical and sustainable procurement among relevant personnel.

Activities may include:

1. Procurement staff orientation.
2. Sustainable sourcing workshops.
3. Food safety awareness.
4. Supplier compliance information sessions.
5. Waste reduction training.
6. Environmental sustainability campaigns.
7. Responsible consumption education.

The University may collaborate with appropriate government agencies, educational institutions, and professional organizations for technical assistance.

SECTION 17. FUNDING AND RESOURCE SUPPORT

Implementation of this policy shall be supported through appropriate University resources, subject to approved budgets and applicable government financial and procurement regulations.

Sustainability requirements shall be incorporated into procurement planning and budgeting where appropriate.

SECTION 18. COMPLIANCE AND ACCOUNTABILITY

All concerned University offices, personnel, suppliers, and service providers shall comply with applicable procurement laws and approved contractual requirements.

Violations shall be addressed through appropriate administrative, contractual, or legal procedures.

No provision of this policy shall authorize procurement practices contrary to applicable government regulations.

SECTION 19. POLICY DISSEMINATION AND PUBLIC ACCESS

Upon approval, this policy shall be disseminated to all relevant University offices, procurement personnel, campus concessionaires, and stakeholders.

The policy shall be made publicly accessible through the official Quezon City University website and other appropriate institutional communication platforms.

Relevant ethical sourcing requirements may also be communicated through procurement and supplier information materials.

SECTION 20. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed at least once every three (3) years, or earlier when warranted by changes in applicable procurement laws, food safety regulations, environmental requirements, or institutional sustainability priorities.

The designated coordinating office shall conduct an annual implementation review.

Proposed amendments shall be submitted through appropriate University approval procedures.

SECTION 21. SEPARABILITY CLAUSE

If any provision of this policy is declared invalid or unenforceable by competent authority, the remaining provisions shall continue in full force and effect.

SECTION 22. REPEALING AND AMENDING CLAUSE

All existing University policies, memoranda, guidelines, and procedures inconsistent with this policy shall be reviewed and, where appropriate, amended or superseded in accordance with applicable institutional procedures.

SECTION 23. EFFECTIVITY

This policy shall take effect upon approval by the University President, subject to any additional approval requirements under applicable laws, University governance rules, and institutional procedures.

All concerned University offices shall undertake the necessary measures for its dissemination, implementation, monitoring, and evaluation.

APPROVED BY:

DR. THERESITA V. ATIENZA
University President

Date Approved: July 28, 2025

Cc: Office of the Vice President for Academic Affairs
Office of the Vice President for Administration and Finance
Records Management Office