



OFFICE OF THE CHANCELLOR
405 HILGARD AVENUE
LOS ANGELES, CALIFORNIA 90095-1405

December 6, 2007

DA 705.04

ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO

Delegation of Authority – Use of the Campus Name and the University’s Unofficial Seal

- References:**
- (a) UC DA 0864 (Policy to Permit Use of the University’s Name) to Chancellors, et al., dated 5/3/1985;
 - (b) UC DA 0865 (Policy to Permit Use of the Unofficial Seal) to Chancellors, et al., dated 5/3/1985;
 - (c) UCLA DA 705.02 (Use of the University Affiliation by Faculty and Non-Senate Academic Personnel) to Vice Chancellor Rice, dated 9/29/2006;
 - (d) UCLA DA 705.03 (Control of Commercial Products that Use the Campus Name, Unofficial Seal, Trademarks and Logos) to ASUCLA Executive Director Williams, dated 9/29/2006.

Supersedes: UCLA DA 705.01 (Use of the Campus Name and the University’s Unofficial Seal) to Vice Chancellor Morabito, dated 9/8/2006.

I hereby redelegate to you, as Administrative Vice Chancellor, the authority to permit the use of the campus name, University of California, Los Angeles, and/or abbreviations, UCLA, or any other name of which said designations or abbreviations are a part. I further redelegate to you the authority to permit use of the unofficial seal as a symbol of the University for any official purpose or in connection with alumni, student, or public projects. These authorities are applicable to all campus units and activities.

The more limited and specific authority to permit or refuse to permit use of the campus name or abbreviations thereof in the manufacture and distribution of commercial products has been redelegated to the Executive Director of ASUCLA who will act as my designated representative in this area. He will be responsible for enforcing the policy guidelines with regard to commercial products. The authority to permit use of the University affiliation by faculty and non-Senate academic personnel has been redelegated to the Vice Chancellor, Academic Personnel.

The Campus Counsel will be available to assist you and other authorized campus personnel in notifying individuals, employees and/or organizations who use the campus name without authorization of the restrictions, and in following through, at your request, if any legal action is necessary to enforce the restrictions.

These redelegations are contingent upon adherence to the policy guidelines contained in the attached May 3, 1985 delegations to Chancellors.

This delegation is being reissued due to an organization change and there are no substantive changes from the delegation being superseded. Any redelegation of this authority shall be in writing with copies to me and those listed below.



Gene D. Block
Chancellor

Attachments

cc: Executive Vice Chancellor & Provost
Vice Chancellor, Academic Personnel
Campus Counsel
Executive Director, ASUCLA
General Counsel & Vice President, Legal Affairs
Universitywide Policy Coordinator
Manager, Administrative Policies & Delegations

DA 0864

May 3, 1985

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--ADMINISTRATION**

Delegation of Authority--Policy to Permit Use of the University's Name

Effective immediately, authority to permit the use of the University's name is delegated as follows:

1. Each Chancellor is delegated, within his area of jurisdiction, authority to permit use of campus names (e.g., University of California, Davis), and/or abbreviations (e.g., UCLA), or any other name of which said designations or abbreviations are a part.
2. The Senior Vice President--Administration is delegated authority to permit use of the name "University of California", the abbreviation "UC", any other name or abbreviation that has Universitywide application or is of concern to more than one campus, or any other name of which said designation or abbreviation is a part.
3. The Directors of the DOE Laboratories are delegated authority to permit use of the University's name in connection with activities, products, or services at each of the installations under their jurisdiction.
4. Concurrence of the General Counsel is required before permission is granted either for commercial use of the name of the University or for non-commercial use by organizations and groups. This concurrence can be fulfilled by use of the attached form. If the form is to be modified, the proposed alterations must be referred to the General Counsel for specific approval. Moreover, if University officials to whom delegations are made by this regulation believe that unusual University liability or exposure may develop from granting the sought permission, that request should also be referred to the General Counsel for specific concurrence.

In reaching a decision to grant or withhold permission for use of the University's name or an abbreviation, Officers are to be guided by the following policy considerations:

A. COMMERCIAL USE

1. Approval shall not be given for advertising listing the University as a user of any product or service or as the source of research information on which a commercial program or publication is based, except that approval may be granted for institutional or goodwill advertising clearly regarded as being in the best interests of the University. If any doubt exists as to whether the use of the University's name will contribute to the best interests of the University, the permission shall be withheld.
2. Manufacture and distribution of all commercial products (e.g., lighters, clothing, pennants, drinking glasses, mugs) bearing the name or decorative seal of a campus shall be permitted only upon a franchise granted by the Chancellor or his designated representative. All such manufactured products shall be produced only after prior express permission of the Chancellor and must be distributed exclusively through the campus bookstore or authorized distributors operating under a franchise granted by the Chancellor. Other authorized distributors must receive their merchandise through a designated campus bookstore.
3. Requests for manufacture and distribution of all commercial products bearing the name and/or unofficial corporate seal of the University of California, as distinguished from that of a single campus, shall be referred to the Senior Vice President--Administration. In approving such request, the Senior Vice President--

Administration shall authorize distribution solely through one or more of the bookstores of the campuses or shall authorize other distributors who will receive their merchandise through a designated campus-bookstore and shall notify the Chancellor on each of the campuses.

B. NON-COMMERCIAL USE BY ORGANIZATIONS AND GROUPS

1. Use of the University's name to designate such groups as professional associations, employee organizations, athletic, cultural, and other interest groups may be granted when deemed to be in the best interests of the University. (For use of the University's name by registered campus organizations, see latest edition of University of California Policies Applying to Campus Activities, Organizations, and Students). If any doubt exists as to whether the use will contribute to the best interests of the University, permission shall be withheld.
2. Permission when granted shall include the understanding that the permission does not involve, either expressly or by implication, the following:
 - a. Any endorsement or sponsorship by the University; in appropriate circumstances permission may be made conditional upon a requirement of an express statement that the University does not endorse or sponsor the particular activity.
 - b. Any obligation to provide budgetary support or office space.
3. Chancellors on other campuses shall be consulted (perhaps at a meeting of the Council of Chancellors), when a decision to permit use of the University's name on one campus would make it difficult to deny a similar request on another (e.g., a request from another chapter or affiliate of the same organization or group).
4. Permission shall be granted with the understanding that it may be withdrawn at any time the authorizing official determines that further usage will not be in the best interests of the University or that there has been a failure to adhere to the basis on which the request to use the name or abbreviation was originally submitted and approved.

C. USE BY INDIVIDUAL EMPLOYEES

1. An individual employee of the University not acting within the scope of employment may make a true and accurate statement of the individual's relationship or connection with or employment by the University of California in the course of stating the employee's experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment.
2. In all other situations, such an employee may accurately state the employee's relationship to the University except in those circumstances in which such identification might reasonably be construed as implying the support, endorsement, advancement, or opposition of any political, religious, sociological, or economic movement, activity, or program by the University. In such circumstances it is the responsibility of the employee to issue an appropriate disclaimer concurrent with the use of the University name declaring in substance that the University is not involved in the particular activity or program.

This delegation of authority supersedes that issued on this subject on April 8, 1983. Any redelegation of this authority shall be in writing with a copy to the Director--Coordination and Review.

David Pierpont Gardner

Attachment

cc: Members, President's Cabinet

Director--Coordination and Review
Principal Officers of The Regents

DA 0865

May 3, 1985

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--ADMINISTRATION****Delegation of Authority--Policy to Permit Use of the Unofficial Seal**

Effective immediately, authority granted to the President of the University under Bylaw 3.1 of The Regents to permit use of the unofficial seal is delegated as follows:

1. Each Chancellor and Laboratory Director is delegated, within their areas of jurisdiction, authority to permit use of the unofficial seal as a symbol of the University for any official purpose or in connection with alumni, student, or public projects.
2. The Senior Vice President--Administration is delegated authority to permit use of the unofficial seal for any official systemwide application or whenever such use concerns more than one campus.

Two versions of the unofficial seal¹, as shown in the attachment to this delegation, are authorized for use in printed matter. One is a replica of the corporate seal², with the words "Seal of" deleted; the other is a simplified version, designed as an alternative for use whenever more consistent with a typographic design.

Use of the unofficial seal related to the manufacture and distribution of commercial products continues to be governed by the following provisions of Paragraph A.3. of Delegation of Authority--Policy to Permit Use of the University's Name, revised May 3, 1985.

Requests for manufacture and distribution of all commercial products bearing the name/or unofficial corporate seal of the University of California, as distinguished from that of a single campus, shall be referred to the Senior Vice President--Administration. In approving such request, the Senior Vice President-- Administration shall authorize distribution solely through one or more of the bookstores of the campuses or shall authorize other distributors who will receive their merchandise through a designated campus bookstore, and shall notify the Chancellor on each of the campuses.

Questions related to use of the unofficial seal which are not covered by this policy are to be referred to the Senior Vice President--Administration³.

This delegation supersedes the delegation on this matter issued April 8, 1983. Any redelegation of this authority shall be in writing with a copy furnished to the Director--Coordination and Review.

David Pierpont Gardner

Attachment

cc: Members, President's Cabinet
Director--Coordination and Review
Principal Officers of The Regents

¹ The "simplified version" has been removed, since technology now permits greater design flexibility.

² The corporate seal is used only by The Regents. The "unofficial seal" is the same design with the words "Seal of" omitted.

³ Questions about the use of the seal may be directed to Universitywide Policy Coordinator Nancy Capell at Nancy.Capell@ucop.edu.