

Alumni Relations Policy

Title:	Alumni Relations Policy
Policy Number:	EA 01/09.15
Effective Date:	September 2018
Issuing Authority:	Development - Communication and Alumni Relations Office

1. RATIONALE

Talking of RHU alumni, and so that they may develop loyalty to their university, thrive in their environments, and become lifelong ambassadors for their university, RHU is committed to practicing leadership in the areas of alumni relations, communication, support, and development, to ensure that the RHU family prospers.

In order to achieve this goal, our constituents' right to privacy should be respected. RHU Development-Communication and Alumni Relations Office shall deal confidentially with and avoid disseminating alumni information without proper knowledge of the intended purpose.

2. POLICY

Purpose:

- Maintaining and updating confidential records of RHU alumni, personal, contact, occupational, and academic information.
- Maintaining increased, relevant, and interesting communication with RHU alumni to promote their integration into RHU university life.
- Supporting RHU Alumni Association activities and events and acting as a liaison between the Association and the University.
- Extending career services to the members of RHU alumni and assist them in all aspects of their career development process. This includes providing information on available employment opportunities, seminars, and conferences by major area of specialization.
- Developing an alumni magazine that publicizes information about RHU alumni success stories, reunions and other events, alumni activities, etc.
- Establishing and administering RHU Online Alumni Community on RHU website.
- Administering the Rafik Hariri University Alumni page on Facebook and LinkedIn and work on developing new social media communication platforms for alumni as appropriate.

Alumni Records

Value 1. Alumni records are confidential

Alumni information is basically confidential. It may not be disclosed or shared with an individual, group, or entity except for a legitimate university related activity and according to specific procedures that aim to protect the privacy and use of this data.

Value 2. Use of alumni records should be organized

RHU Communication and Alumni Relations Office shall provide the best possible support to RHU Offices and Departments with legitimate needs for RHU alumni information while at the same time maintain the

confidentiality of the information entrusted to RHU by its alumni. To achieve this, the following procedure has been developed:

Procedure for Requesting Alumni Information

A) Who can request alumni information:

- University-affiliated staff and faculty who have authority or responsibility within the college, department, or office for which they are requesting information.
- RHU Quality Assurance Office for developing surveys and questionnaires

B) Purpose for Requesting Alumni Information

- The purpose should be legitimate and lawful.
- Information from the alumni database is not available for release for commercial or political purposes at any time.
- Alumni requesting individual information on other alumni will be referred to RHU Alumni Online Community where they can find name and contact information for alumni who have made their information available for access.
- Other universities seeking demographic data of an alumni with degrees from both RHU and the requesting institution can be provided this information for the purpose of a legitimate purpose or activity they are organizing or contributing to its organization. The information provided will be limited to those alumni who are affiliated with the requesting university and the specific purpose or activity.

C) Procedure to Request Alumni Information

1. Requestors should fill the alumni information request form describing the intended purpose and how the information will be used. Authorization on the request should be secured from the respective owning Vice President Office before it is sent to RHU Development – Communication and Alumni and Relations Office.
2. The requestors will be required to fill and sign the Proper Use of Alumni Information form declaring the proper use of the alumni information.
3. The form should be submitted to RHU Development - Communication and Alumni Relations Office at least ten business days prior to the requested date. A copy of the request should be sent to the Alumni Association before the requested information is released.
4. If there is a question about the appropriate use of alumni information or whether or not alumni information should be released, the final decision will be made by RHU Development - Communication and Alumni Relations Office.
5. Once established, RHU Alumni Association shall review and approve legitimate and lawful information requests relayed to it by RHU's Development - Communication and Alumni and Relations Office. This includes requests for information from members of the media or government.
6. If information disclosure is approved, effort will be made to provide the most accurate and appropriate data for the specific use.
7. Requests are approved mainly for university-related activities.

In case the release of this information is approved, the following should be adhered to:

- Responsibility for this information resides in the office of the vice president to which the requestor reports.
- Alumni information provided may only be used for the purpose described in the request.
- Information is provided for a one-time purpose only

- Absolute confidentiality of the information provided is imperative and is the responsibility of the requestor.
- Transfer of the information to another party is strictly prohibited.

Alumni Communication

Principle 1. RHU Communication and Alumni Relations Office acts as the liaison between the university and all alumni.

Principle 2. Communication with alumni should be organized. The role of RHU Communication and Alumni Relations Office is to ensure alumni receive written or electronic communications containing information of relevance and interest.

Principle 3. Communication with alumni can be done through the alumni communication management software. This software provides:

- a- Authorization to RHU Communication and Alumni Relations staff to communicate with RHU alumni
- b- Facilitates the communication without RHU Alumni community and community subgroups
- c- Ensures convenient and timely communication with the alumni.

Principle 4. Some alumni may request no University contact or to remove themselves from university mailings. This should be respected.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU faculty and staff members to familiarize themselves with RHU University Alumni Relations Policy and RHU Alumni Association Bylaws relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly. This policy will also impact our external audience.

4. RELATED DOCUMENTS

- > RHU Alumni Association Bylaws
- > University Communication Policy

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: University Administrative Board on September 2015

EFFECTIVE DATE:

REVIEW DATE: As needed

REVISION HISTORY:

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: