Directory Information Use
BU-PP 026

Policy:
Baylor University's directory information shall only be used for University business.

Topics:
Utilization of directory information
Accessing directory information
Uses for directory information

Related policies:
BU-PP 807 — Staff Discipline
BU-PP 705 — Faculty Dismissal

Additional information:
None

Contact:
Alumni Association Office (x1121)
Information & Donor Services Office (x3801)
Office of the Registrar (x1814)
Human Resource Services Office (x2219)

Utilization of directory information —
Utilization of this directory information is restricted to University business. Departmental personnel should not release this information to external sources.

Accessing directory information —

- Requests from outside of the University for employee information must be referred to the Human Resource Services Office where the request will be considered and responded to in accordance with BU-PP 027, Employee Personal Information.
- Requests from outside of the University for student information must be referred to the Records division of the Office of the Registrar.
- Requests from outside the University for directory information on alumni, donors, or other constituents of the University should be referred to the Alumni Association or the Director of Donor Information Service, University Development.

Uses of directory information —

- Access to current faculty/staff (including retirees, and affiliated auxiliary personnel) names, department name, department number, campus and home address, campus and home phone number, E-mail address, degree information, teaching class schedule and picture. A faculty/staff member may ask that Baylor University not disclose home directory information by making a written notice to the Human Resource Services Office.
- Access to Directory information and pictures for current and former students. Student Directory information is defined in the Student Handbook. A student may ask Baylor University not to disclose Directory information by making a written notice to the Office of the Registrar (see Student Handbook for details).
- Creation of campus mailing lists and labels using University computing facilities for faculty/staff, students or departments.