

**The University of Chicago
Division of Biological Sciences
Pritzker School of Medicine
Office of Academic Affairs**

TO: Academic Affairs Administrators, Division of Biological Sciences

FROM: Paul V. Anderson, Director
Office of Academic Affairs

RE: Website accuracy

DATE: 27 September 2010

As part of an ongoing effort to ensure that departmental websites reflect accurate and up-to-date information about our faculty and other academic appointees, I am reaching out to you to request that departments undertake a review of their websites.

Because departmental websites are readily accessible to our internal and external constituencies, including, but not limited to, the Office of the Provost, external auditors, patients seeking and researching treatment options, the legal community, law enforcement officers and inspector generals of the state of Illinois and the Federal government, review boards, and the press, it is essential that departmental websites present only information about faculty and other academic appointees that can be verified both against appointment records and the realization of an approved and current academic appointment by entry into the University's payroll system. This review should also extend to the proper use and display of credentials, not only on departmental websites, but also on individual, departmental, or sectional letterheads or any other mode of publication, including, but not limited to, representations on laboratory coats, identification badges, business cards, or e-mail signatures

Going forward, effective 1 October 2010, as my office reviews re-appointment and promotion requests as well as any changes to the terms of any appointment requiring the Dean's authorization, we will consult departmental websites, the online University directory, and the Illinois Department of Financial & Professional Regulation database [<http://www.idfpr.com/>] as needed to ensure conformity between departmentally-published records and the cases we are presented with. The best way to avoid delays in the processing of academic appointments and re-appointments will be to make sure that this conformity exists before presenting our office with a case. If in doubt, do not hesitate to contact me or members of my staff.

Thank you for joining our office in what I know will be a shared effort to ensure that our representations to our constituencies maintain fidelity to the truth.