



STETSON LAW

Official College of Law Business Cards

- A. Qualifying for Official Business Cards:** For a Stetson employee to qualify for Stetson-purchased business cards, he or she must meet the following criteria:
1. Be an exempt (salaried) employee; **or**
 2. Be in a position that frequently and consistently interacts with the public or students, **or**
 3. Represent Stetson University at officially recognized functions or seminars; **or**
 4. Otherwise be approved by the Dean of the College of Law.
- If any of the above criteria apply, the employee's department head may order business cards by contacting Human Resources. Before printing the cards, Human Resources must approve the final proof. Business cards must be paid for out of the budget of the department to which the employee is assigned.
- B. Logo and Design:** Business cards must use the official University brand design for business card use.
- C. Titles:** As a general rule, only the employee's official title may be used. The official title is the one included in the employee's annual appointment letter. Faculty with certain high-profile or ongoing administrative assignments, such as faculty chairs or professorships, or directors of Centers or Institutes, may elect to include those additional titles. If a faculty member would like to add another title that was included in his or her annual appointment letter, the faculty member should contact the Dean for written approval.
- D. Unofficial Business Cards:** Employees should not print or distribute unapproved or unofficial business cards that include Stetson's logo or name, or any position the employee holds at the College of Law.