***Office of Human Resources***

### EXTERNAL STAKEHOLDERS

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| **Effective Date: July 1, 2021** |  |
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| Issuing Authority: President |  |
| Responsible Department: Community Engagement  Policy Number: HR 10.12  Review Period: 5 years  Last Review: July 1, 2021 |  |

# I. Introduction

The University of Tulsa recognizes that developing and maintaining strong relationships with local external stakeholders, including residents, community organizations, businesses, government entities, and more, is key to upholding our institutional values and achieving sustainable regional impact. This policy establishes procedures for proactively identifying relevant external stakeholders and fostering meaningful engagement opportunities.

# II. Applicability

This policy applies to all faculty and staff of the University of Tulsa.

# III. Policy

**Identification of Stakeholders**

- On an annual basis, the Office of Community Engagement will lead an effort to map all organizations, groups, and individuals within the Tulsa metro region that have significance to the university's operations, strategic priorities, and community impact.

- Stakeholder mapping will involve research and outreach to compile a comprehensive database of relevant stakeholders. Data fields will include contact information, organizational/group descriptions, areas of common interest with the university, and engagement history.

- The Office of Community Engagement will categorize stakeholders to prioritize groups for proactive engagement based on estimated level of impact and strategic value of the relationship.

**Engagement Opportunities**

- At minimum, the university will offer an annual forum event open to all external stakeholders to provide updates on institutional priorities, facilitate dialogues on local issues, and gather feedback.

- University leadership, faculty, staff, and students will be encouraged to actively engage with local organizations through service projects, research collaborations, knowledge exchanges, and other high-impact interactions.

- The Office of Community Engagement will maintain the stakeholder database, share it to enable engagement opportunities, and track activity.

- Each university department will identify at least one priority stakeholder relationship to cultivate deeper ties through co-programming, communications, and strategic coordination.

By implementing regular stakeholder mapping activities and purposeful engagement efforts, the University of Tulsa will uphold strong community ties and sustainable development aligned with our institutional mission.

# IV. Exclusions

None.

# V. Related Policies

None.

**Revision Record**

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| --- | --- | --- |
| Revision Effective Date | **Version** | **Notes** |
| July 1, 2021 | 1 | Policy enacted |

*This policy is not a contract. The University of Tulsa reserves the right to modify, revise, rescind, or grant exceptions to this policy.*