

To: PLC and Deans

From: Fr. John Jenkins, C.S.C.

Re: Participation on External Boards

Date: February 25, 2020

All of us are asked to participate on the Boards of external organizations. These range from our local schools and parishes to for-profit corporations, and include community organizations and professional societies. Invitations to serve on these Boards are a testament to the many individual talents of this group, and to our collective dedication to service. But we shouldn't ignore that some of these invitations are extended at least in part because these external organizations hope to show an association with Notre Dame, nor can we overlook the fact that service as a good Board member can be time-consuming.

Several of you have asked whether we have any guidelines or parameters for this type of external service. Certainly we should have a clear understanding of the missions of organizations where our most prominent people are serving, so we can try to avoid, or at least be prepared for, questions about potential conflicts between an organization's mission and Catholic teaching. And we want to guard against over-commitment that could interfere with our obligations to the University.

Therefore, effective immediately, I am implementing the following guidelines for external Board involvement by members of the PLC and Deans:

1. All Board service should be reported to the Executive Officer (President, Provost or EVP) to whom you report.
2. As a general rule, you should serve on no more than two external boards. Any more than two Board positions will require the approval of your supervisor.
3. Disclosure of actual or potential Board involvement should include all potentially relevant facts. Examples of factors that might be relevant include the organization's mission; reasons for your actual or potential involvement; any concerns you have about the organization or your role; any associations between the organization and the University; and any advantages you see for yourself (e.g., professional advancement and networking, compensation for service, etc.) or the University through your involvement.

The disclosures are not meant to be lengthy or burdensome and can be conveyed orally or in writing. My hope is that these guidelines will provide a sensible framework for our important engagement with the local community and with organizations that can help our professional advancement, in alignment with our primary professional obligations to Notre Dame. I encourage you to think of implementing similar guidelines with your staffs.