



Division of University Relations

1 Castle Point Terrace
Hoboken, NJ 07030
stevens.edu

September 21, 2023

To All Faculty and Staff:

This memo is a reminder to the university community regarding contact with government officials and with the media.

The Office of the President, in collaboration with the Division of University Relations, serves as the primary points of contact with local, state and federal government officials and facilitates communication between the university community and elected officials and government entities.

These offices monitor legislative issues and activities in Hoboken and Hudson County, in Trenton and in Washington D.C. and work with external partners and colleagues to advance the university's interests. As the primary liaisons with government, these offices coordinate campus visits by government officials to provide information on Stevens' educational programs, student and alumni outcomes, research contributions, innovation and entrepreneurship activities and our overall impact.

Please consult with [Beth McGrath](#), Vice President for University Relations and Chief of Staff, or [Greg Townsend](#), Senior Director of Corporate, Government and Community Relations, before contacting elected government officials or local, state and federal offices or agencies to ensure effective communication and coordination on behalf of Stevens. Direct outreach to federal and state agencies related to research concepts (not including competitive proposals) should be coordinated with the Vice Provost for Research and Innovation Dr. Edmund Synakowski.

Similarly, the Division of University Relations coordinates all media requests for interviews, media releases, news crew visits and on-location filming. Members of the Stevens community who receive a direct inquiry from the media are asked to contact the Public Relations Office ([Thania Benios](#), Senior Director of Public and Media Relations) to ensure facilitation, follow-up and leveraging of future opportunities. While any member of the Stevens community may speak to the media regarding their research or to represent their personal opinions, it is important to note that only



certain individuals are authorized to speak on behalf of the university. Please consult with the Office of Public Relations if there is any uncertainty on this matter.

Sincerely,

Beth McGrath
Vice President for University Relations and Chief of Staff