

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2020-2	Date Established: February 25, 2020	
		Date Revised: N/A	
Reference:	Executive Committee	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	<b>Author Attribution Policy For Written Products</b>
----------------	---

BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
----------------	---------------------------------------

Purpose:	ACHA values the mindshare and talent of its volunteers. The purpose of this policy is to establish a process for recognizing volunteer efforts and how recognition should occur in a standardized format.
----------	---

Policy:	The ACHA Board of Directors authorizes committees, taskforces, sections and coalitions to recognize the authors of work products that are produced (e.g. whitepapers, toolkits, etc...) provided that they only include the authors name and credentials on the recognition page within the work product.
---------	---

Procedure:	<p>The committee, taskforce, section or coalition chair shall determine if they wish to include author recognition in the work product. Authors of the work product may choose to opt-out of having their name listed. In order for an author to opt-out, they should notify the chair of the committee, taskforce, section or coalition of their request.</p> <p>All recognition shall be standardized in a horizontal paragraph format that lists each author and their related credentials only. The name of the institution and position held shall not be included on the recognition pages of work products.</p>
------------	--

Resources:	National Office	Volunteer
Human:	CEO	Board of Directors, Committees, Taskforces, Sections, and Coalitions
Financial:		
Other:		