

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Office of the Ombudsman
Sub-Group: Office Records
Series: Correspondence and Memoranda

Record Group no: W437
Sub-group no: 1A
Series no: 1

Description of series and contents:

This series consists of correspondence and Memoranda produced by the Office of the Ombudsman. The Office provides an independent, confidential environment for faculty and staff of the Winthrop University community to discuss campus related concerns or problems. The Ombuds Office holds the identity and all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given permission to do so, except as required by law or where, in the judgment of the Ombuds, there appears to be imminent risk of serious harm. The Ombuds Office reports, nominally, to the President of Winthrop University. Reporting, however, is limited to summary reports or recommendations that do not include or involve any specific visitor information. This permits the office to work independently, free of directives, pressure, or influence that could compromise the impartiality, confidentiality, and objectivity that are the hallmarks of the Ombuds office. The Faculty & Staff Ombuds follows the ethical standards of the International Ombudsman Association.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Ombuds Position Application-Winthrop University Ombuds Position Announcement	2020
1	2	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Listen and Learn about our Ombuds Office-Ombuds Flyer	2022
1	3	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Ombuds Office available	2021
1	4	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Ombuds Office available	2023