

Visiting Consultants Temporary ID Issue Policy/Procedure	
Date approved by TUCVM Dean	
Date for Next review	10/1/2021
Compliance Lead	Director of Veterinary Operations, TUCVM
Agreed Policy file name	Visitor Temporary ID Issuance
Agreed Policy Location	CVM Web Page: Office of Veterinary Operations
Agreed Policy Location	One Drive/Filemaker

TUSKEGEE UNIVERSITY VISITING CONSULTANTS TEMPORARY ID ISSUANCE POLICY/PROCEDURE

1. Introduction:

- 1.1 The visiting consultant's temporary id issuance policy and procedure applies to temporary personnel hired by the University to support specified initiatives.
- 1.2 This policy is designed to support University access for the consultant and to ensure proper University identification is issued to confirm authorized access to the Tuskegee University Campus.
- 1.3 The Visiting Consultants Temporary ID Issue Policy and Protocol may be amended, withdrawn, suspended or departed from at the discretion of the Tuskegee University CVM.

2. Procedure for Issuance of Temporary ID's to Visiting Consultants

- 2.1 Upon arrival to campus after the completion of all Human Resources/Personnel requirements The Department is to contact the Office of Information/Technology - Mrs. Chakee Thompson Foote, Identification Technician at (334) 727-8040 to arrange to have ID photo taken.
- 2.2 Once the photos have been taken the information to record will be processed and a Temporary ID issued to the consultant.
3. Upon completion of the consultants contracted term, the temporary ID must be returned to the Directory of Veterinary Operations.
- 3.1 At the time of return of the ID, a Temporary Identification Receipt form must be completed and signed by the Department Head, Consultant, Director of Veterinary Operations and the Dean.