

**Use of Email for Official
University Communication**

Policy 500-12

Revision Date: 11/07/2011

POLICY PURPOSE:

The purpose of this policy is to establish that campus email is the official method of communication between faculty, staff, and students. It is to ensure that messages from the University directed to faculty, staff, and students are delivered and accessible to the intended recipient.

POLICY STATEMENT:

In accordance with the University's Broadcast Email policy, the University will send email only to campus accounts when determined appropriate to communicate with faculty, staff, and students via email.

PROCEDURES:

The following procedures will ensure the successful implementation of this policy:

1. Email messages originating at the University or via automated campus processes will be sent to the campus email address.
2. Members of the campus community via a web-based tool can specify the preferred email address to which they want their campus email forwarded.
3. All valid campus accounts and preferred email addresses will be maintained in the campus directory.

APPLICABILITY AND AREAS OF RESPONSIBILITY:

- IT is responsible for the maintenance of the campus directory and campus email system.
- When using email to communicate with faculty, staff, or students, University colleges and departments ensure messages are addressed to campus email addresses.

FURTHER INFORMATION:

Vice President for Information Technology and CIO

APPROVED BY THE PRESIDENT