

CAMERON UNIVERSITY

Campus Email Distribution Lists Policy

Policy Statement

Policy detailing the accepted and appropriate use of Cameron University's email distribution lists.

Contents

- Who should know this Policy?
 - Responsibilities
 - Procedure
 - Contacts
 - Forms
 - Policy History
-

Who Should Know This Policy

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|---------------------|--------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | √ Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | √ Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Keith Mitchell

Senior Director of Public Affairs

Procedure

Cameron University is committed to using its resources efficiently and to using technology to enhance communication with campus constituents. This policy recognizes the importance of electronic communication to the operation of the university while protecting its faculty, students and staff from unwanted or unsolicited e-mails. This policy defines the appropriate use, circumstances and procedures for sending an “all student” and “all faculty and staff” email.

Scope

This policy applies to all Cameron University email users.

Email Distribution Lists

Cameron University email distribution lists exist for “All Students” and “All Facstaff”. These email distribution lists may be used by university employees and students to communicate university business.

Appropriate Use

These email distribution lists should only be used when the email content is relevant to all users in the email distribution list. Notices, announcements, or reminders that are not applicable to every recipient on these lists should not be sent using the distribution lists. The latter are better suited to be distributed via the university’s portal, AggieAccess. Requests to have a message sent through AggieAccess may be made by clicking the Request a Campus Announcement link in the Quick Links channel on the Home tab in AggieAccess.

Examples of appropriate messages that may be sent to the entire campus community include notices related to health and safety, university closings, official university announcements/communications, etc.

Message Approval

To prevent university constituents from receiving unsolicited email messages, both the “All Student” and “Facstaff” email distribution lists are moderated lists. Email messages sent to either distribution lists are first routed to a university designated reviewer for approval. If the designated reviewer determines that an email message to the distribution list is the most appropriate form of communication for the related message, the email will be approved and delivered to the users included in the distribution list. If the reviewer determines that mass email is not the best form of communication for the message content, the message is inappropriate, or not of interest to all recipients, the sender will be notified that the message will not be sent and if possible, alternative opportunities for the communication will be suggested. Senders should allow at least 48 hours for the requested message to be reviewed and released or denied.

Faculty and staff emails will be moderated by the Office of Public Affairs and student emails will be moderated by the Student Help Desk.

If anyone feels his/her All Student message has been unfairly rejected, she or he may appeal the decision to the Senior Director of Public Affairs, whose decision will be final. If anyone feels his/her All Facstaff message has been unfairly rejected, she or he may appeal the decision to the Director of Human Resources, whose decision will be final.

Contacts

Policy Questions: Keith Mitchell, Senior Director of Public Affairs, 580-581-2211

Forms

In support of this policy, the following forms are included:
None

Policy History

Policy

Issue Date: August 18, 2010
Reviewed, no revision: February 2016
Revised: