

Policy on Sending Campus-wide Electronic Mail

POLICY V.3.2

Volume V, Information Technology
Chapter 3, Electronic Mail
Issuing Office: University Relations
Responsible Officer: Vice President of
University Relations
Responsible Office: University Relations
Originally Issued: July 12, 2007
Revised:

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Reason for Policy

E-mail is an efficient and accepted means of communicating information to/among employees of Purdue University. University Relations, Information Technology at Purdue (ITaP), and Human Resource Services have developed a method for a single daily distribution of information via e-mail to all benefits-eligible faculty and staff at the University. This method is designed to ensure quality, consistency, and accuracy of message and to limit the number of e-mails sent to faculty and staff from areas internal to the University. All communications distributed in this way will also be archived and accessible through a Web site.

Statement of Policy

This e-mail policy for faculty and staff at Purdue University requires that all messages applicable to and designed for all benefits-eligible faculty and staff utilize this daily distribution. The daily e-mail will be called *Purdue Today* and will be the official University electronic communication vehicle for information to be provided to all faculty and staff. Faculty and staff are expected to read the daily e-mail called *Purdue Today*. This policy does not apply to e-mail sent within colleges, departments, areas, or offices. Note: Daily distribution is expected during the academic year. Weekly or biweekly distribution will be the norm during academic breaks.

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Goals of policy:

- To provide timely day-to-day information to faculty and staff regarding University-wide issues.
- To coordinate communication intended for all faculty and staff so as to eliminate unnecessary internal e-mail in faculty and staff mailboxes.
- To differentiate communication intended for all faculty and staff from news specific to administrators with management responsibilities. E-list 39 will remain in use but should be limited to news that is applicable to or proprietary for those administrators.

Who Should Know This Policy

President
Provost
Chancellors
Vice Presidents
Deans
Directors/Department Heads/Chairs
Principal Investigators
Faculty

Business Office Staff
Administrative and Professional Staff
Clerical and Service Staff
All Employees
Undergraduate Students
Graduate Students

Contacts

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Exclusions

This policy does not apply to e-mail sent within colleges, departments, areas, or offices and does not preclude other formal communications to subsets of faculty and staff or to individual faculty or staff members.

Procedures

The vice president for University Relations or his designee will be responsible for accepting and approving all communication to be sent to all faculty and staff

Prior to submission, items must be approved by the responsible administrator before consideration for publication in e-mail news, on Web sites, or in printed newspaper (*Inside Purdue*).

Proposals for communication items may be submitted electronically via e-mail (preferred method) to purduetoday@purdue.edu or by campus mail to *Purdue Today*, University Periodicals, Engineering Administration Building, Room 417. Submitted items are subject to editing.

If the information to be shared is of interest to the general public as well as the campus audience, it should be submitted to the Purdue News Service representative for the specific area. A list can be found at <http://news.uns.purdue.edu/contactns.html>.

E-communication will be sent no more frequently than once daily except in cases of emergency (to be determined by VPUR or designee).

E-mail address list will be updated at least weekly by ITaP and provided to University Relations for use in distribution.

Related Documents

Policy on University e-mail: Electronic Mail (V.3.1)
www.purdue.edu/policies/pages/information_technology/v_3_1.html