



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 7.005

College-Wide E-mail Address Policy

Authority: Chancellor

Effective Date: 1/23/20

Last Revision:

PURPOSE:

The following policy is designed to improve email communication amongst members of the faculty and staff and to ensure appropriate usage of the college-wide, or "all users", email address.

POLICY/PROCEDURE:

Section One- Usage Guidelines

Email serves as a primary means of communication amongst members of the college community. The "all users" email address is designed to efficiently provide important, and relevant, information to members of the faculty and staff. College-wide emails should be sent when necessary, but should also be used sparingly. Emails should only be sent to the "all users" account when the following elements are satisfied:

1. The email must be relevant to the college's services, programs, operations, and/or stakeholders (faculty, staff, students, customers, and guests).
2. The information must be relevant to members of both the faculty and staff. In addition, since the email account is designed to provide important college-wide information, content must be relevant to a majority of the college community. **If** the information is only relevant to select individuals, groups, and/or departments, the college-wide address should not be utilized. Department heads are encouraged to create departmental email lists and the IT department can be consulted to create unique email groups.
 - Users should not utilize the campus distribution lists together as an alternative method for e-mailing all users.
3. The information must not promote and/or attempt to benefit external parties. Sanctioned Fletcher fundraisers and/or events are permitted to be promoted through the all users account.

4. The "reply all" feature should not be utilized when responding to an "all users" email. Please reply directly to the designated point-of-contact/author with questions and/or responses.

Exceptions to these guidelines can be granted by the Chancellor, or the Chancellor's designee. Requests for an exception should be sent through the Executive Assistant to the Chancellor.

Section Two- Authorized Users

In order to ensure efficiency and consistency in college-wide email communications only members of the College Executive Team, or their designees, are permitted to send college-wide emails unless otherwise noted below.

Individuals wishing to share information with the college community should draft the proposed message and send via email to the Assistant to the Chancellor. Should the information meet the usage guidelines, the Assistant to the Chancellor will send the information to the "all users" email address. In the absence of the Assistant to the Chancellor, staff members should contact the appropriate members of the Executive Team.

The Human Resources Department may communicate important payroll and/or human resources related information directly via the "all users" account.

The Information Technology Department may communicate important IT updates and/or information directly via the "all users" account.

The Executive Director of Advancement and Community Relations may communicate important foundation, fundraising, public relations, and/or marketing information directly via the "all users" account.

The Executive Director of Enrollment may announce important student services and/or enrollment information directly via the "all users" account.

The Dean of Student Affairs may share student affairs information, updates, and events directly via the "all users" account.

Failure to abide by this policy may be grounds for disciplinary action up to, and including, termination of employment.

Reference:

Distribution: Distributed Electronically via College's Internet.

APPROVED:

Gina Marcel

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Human Resources Manager

Mark McLean

Mark McLean, Ph.D.
Vice Chancellor for Finance & Administration

~~*Kristine Strickland*~~

Kristine Strickland (May 3, 2021 18:53 CDT)

Kristine Strickland, Ph.D.
Chancellor

Apr 28, 2021

Date

May 3, 2021

Date

May 3, 2021

Date