Item: Approval of Policy #60 - Email Established as an Official Form of Communication

Committee: Committee of the Whole

Recommended Resolution: Approval of the Email Established as an Official Form of Communication Policy #60 for thirty day comment period.

Staff Member: Rick Porto

Background: Currently, there is a high dependency on email communication to inform faculty, staff, and students about important matters. The University administration feels it important that policy 60 be issued to establish email as the official form of communication and to allow administration the authority to assign an email to all faculty, staff, and students and to provide access to all a computer or kiosk and training on use of same, so they will be able to review their emails on a regular and timely basis.
TITLE: Email Established as the Official Form of Communication for the University

ORIGINATION: August 29, 2014

EFFECTIVE DATE: xxxx

STATUS: New Policy

SECTION 1. GENERAL

1.1 To establish and ensure that Fairmont State University campus email is an official method of communication between, faculty, staff, and students and to ensure that email messages from the University directed to faculty, staff, and students are delivered, accessible to the intended recipient and retrieved by the recipient.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all constituents of Fairmont State University for whom a campus email account is provided, including but not limited to students, staff, faculty and others assigned institutional email accounts.

SECTION 3. DEFINITIONS

3.1 Campus Email Account: An email account provided by the University (associated with a domain name owned and managed by the institution) and assigned for the exclusive use of one individual.

3.2 Campus Directory – the online address book associated with the faculty/staff/student email system.

SECTION 4. POLICY

4.1 Fairmont State will utilize institutionally-issued email accounts to convey university-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, email communication may be the only means by which particular information is conveyed. Examples include, but are not limited to:

4.1.1 Announcement of policy or regulatory changes,

4.1.2 Human Resources or employment-related notifications/deadlines,

4.1.3 Information from the State ERP,

4.1.4 Financial Aid or registration notifications/deadlines,

4.1.5 Class or work schedule changes,
4.1.6 Inclement weather advisories/instructions,

4.1.7 Mandatory training or meeting notifications,

4.1.8 Any other information deemed relevant and/or necessary to employees or students.

4.2 Email messages originating from the University or via automated campus or student information system processes will be sent exclusively to the campus email address.

4.3 University email distribution lists will be used ONLY to disseminate information directly related to the business of the institution (re: Board of Governors Policy No. 53, “Information Technology”)

4.4 Students may configure their campus email account to forward University email to a preferred email address. Faculty and staff are expected to use the University-provided email tools and are prohibited from forwarding email indiscriminately to an external email account. All messages contained within the University’s email system are the property of and proprietary to the institution.

4.5 All official faculty and staff campus accounts will be maintained in the campus directory.

4.6 Email communication from Fairmont State faculty/staff to students must originate from an official University account.

SECTION 5. RESPONSIBILITIES AND PROCEDURES

5.1 Information Technology is responsible for the maintenance of the campus directory and campus email system, including the creation of accounts.

5.2 Institutional business units must ensure that messages are appropriately addressed to campus email addresses.

5.3 The use of institutional accounts shall be governed and in accordance with all institutional and Information Technology guidelines and policies, including the Board of Governors Policy No. 53 on acceptable use of this medium.

5.4 Faculty, staff, and students must maintain their campus and/or preferred email address to ensure that they receive their email and are encouraged to check their accounts daily.

5.5 Faculty, staff and students are responsible for responding to email notifications sent by authorized parties to their official email accounts in a timely manner. Failure to read and respond appropriately to an email communication in a timely manner (except in instances of system downtime) does not release the employee or student from the obligation of knowing and timely compliance with its content and requirements.