

Title/Subject: **LISTS AND ANNOUNCEMENTS FOR FACULTY AND STAFF**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: March 15, 2010

Contact for More Information: Human Resources (HR), Faculty Personnel Services (FPS)

Board Policy Administrative Policy Procedure Guideline

POLICY:

Moderated, electronic mailing lists of employees have been established primarily for messages “from the employer” generally in regard to wages, benefits, and other employment-related issues. Other matters of University business, which are not merely “news items”, may also be approved for distribution. Employees may also use other means of electronic communication for university purposes; those are governed by the master policy on Digital Communication and the Acceptable Use Policy.

BACKGROUND:

CMU recognizes the efficiency of employing digital communications among its students and employees. Digital communication saves time, saves money, and is often the fastest, most effective method of communication among members of the CMU community. At the same time, digital communications can easily be abused, and an email that seems useful and pertinent to one student or employee might easily appear as “spam” to another. While email from individual to individual is sometimes troublesome, the real issue emerges with regard to bulk or group communications, and it is this type of communication to which this policy specifically refers.

This policy replaces the policy titled “Listservs for Faculty and Staff”, which became effective 7-1-2006.

DEFINITIONS:

Moderated means that all messages are reviewed prior to being distributed to assure they meet the criteria of this policy. All replies go to the sender unless there is a “reply-to” set up within the message.

PROCEDURE:

These electronic lists are automatically populated and updated by our payroll system (SAP) and individuals cannot unsubscribe to these lists. The lists are moderated by either Human Resources or Faculty Personnel Services. University Communications will have the ability to send messages directly to the all faculty and staff list without requiring approval of the HR or FPS.

Messages meeting the criteria noted below may be distributed on the list:

1. Messages may only be submitted by university employees and must relate to official university business.
2. Solicitation messages will not be approved for these lists except for messages relating to the Campus Campaign, United Way Fund Drive and Michigan Special Olympics since they are solicitations approved by the University.
3. Non-university related notices and notices of personal events (retirement parties, open houses, etc.) will not be approved for these lists. Electronic communication is strongly encouraged and these items should be sent to CMUtoday – see link at the end of this policy.

Authority: G. Ross, President

History: 7-1-06, 9-1-07

Indexed as: Announcements; Digital Communication; Email; Electronic Communication; Listserv; Messages

Title/Subject: **LISTS AND ANNOUNCEMENTS FOR FACULTY AND STAFF**

4. HR & FPS reserve the right to edit or reject messages submitted for distribution on these listservs.
5. After the message is reviewed, the message will be authorized for distribution to the employee group, or the sender will be contacted.
6. One short reminder notice will be allowed providing it has been at least 10 days since the original notice.
7. Messages are distributed as soon as they are received and generally go out the same day, however information received after 2 p.m. may not be distributed until the following day.
8. Time-sensitive messages may be sent on rare occasions.
 - a. Send a time-sensitive message to the address of the group you are trying to reach from the chart below.
 - b. Immediately call the list moderator [Human Resources (1605) or Faculty Personnel Services (3368)] as noted in the table below, to notify the office that you have sent an time-sensitive e-mail.
9. Emergency announcements are processed by University Communications (3197)

To send a message to the distribution list:

1. Send message directly to the appropriate address as noted below. Send the email, exactly the way you want it to read. **Do not ask the moderator to edit or cut and paste or suggest they forward it to the list.**

IF SENDING TO :	ADDRESS E-MAIL TO:	LIST MODERATOR:
All Faculty and Staff	CMUFS@cmich.edu	HR
All Faculty/Staff with Supervisory Responsibilities	MGMTCMU@cmich.edu	HR
Broadcasting Staff	BRSTAF@cmich.edu	HR
Graduate Assistants	GRADASST@cmich.edu	FPS
Office Professional Staff	CLSTAF@cmich.edu	HR
Professional and Administrative Staff	PASTAF@cmich.edu	HR
Police	PSSTAF@cmich.edu	HR
Regular Faculty	REGFAC-L@cmich.edu	FPS
Senior Officers	SOSTAF@cmich.edu	HR
Senior Staff	SRST@cmich.edu	HR
Service Maintenance Staff	MFSTAF@cmich.edu	HR
Supervisory and Technical Staff	STSTAF@cmich.edu	HR
Temporary Faculty	TEMPFAC@cmich.edu	FPS

2. The subject of the message should clearly identify the nature of the message and should be in the subject line of the message.
3. Attachments are not recommended. Suggested alternatives to an attachment include: 1) copying the contents of the attachment directly into the body of the list message or 2) creating an HTML version of the document and placing it on an appropriate website, and sending the link in the list message. In rare situations where an attachment is used, it cannot exceed 10MB in size.
4. Messages must include the following information for the person submitting the message: name, department or office name, campus phone number, and e-mail address. A signature file may be used as a substitute for the submission information if it contains all the information requirements listed above.
5. Please try to limit messages to 100 words or less.
6. Double check all dates, times and locations included in your message.
7. **Remember: Not all employees have access to e-mail or may not use it regularly.**

Title/Subject: **LISTS AND ANNOUNCEMENTS FOR FACULTY AND STAFF**

Faculty and Staff Portal

The CMU Portal is a web platform designed for the integrated delivery of information and on-line services to the university community. The content of the portal is the responsibility of Human Resources and Faculty Personnel Services; the management of the portal is the responsibility of Information Technology. A feature of the portal is the ability to post announcements.

Procedures to post an announcement

Announcements sent to the listserv considered of interest to all faculty, all staff, or all faculty and staff, will be posted on the portal by the either Human Resources or Faculty Personnel for a limited period of time. Human Resources and/or Faculty Personnel Services is responsible for deciding whether an announcement will be placed on the portal and for how long a period.

General news items should be sent to CMUtoday at CMUtoday@cmich.edu. For instructions, see <http://www.cmich.edu/public-relations/resources/facultystaff/cmutoday.asp>.

Central Michigan University reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.