
LISTSERV POLICY

EFFECTIVE: FEBRUARY 26, 2002

POLICY:

University departments or student organizations requesting mass emails to listserv lists will be assessed a fee for this service to assist in covering costs of maintaining the listserv.

RATIONAL:

Listserv use by the university community is growing and has become a desired service of the university. Any service of the university that is critical to the daily operation and instructional processes of the university community must be managed. Unrestricted use of listserv/electronic information services leads to the creation of an ineffective and costly system to manage. The purpose of the listserv policy is to encourage and allow for the maximum utilization of listserv services, yet provide a methodology that ensures the efficiency, effectiveness, and manageability of the service, based on the principle that the electronic information environment is provided to support University business and its mission of education, research and service. Other uses are secondary. Uses that threaten the integrity of the system; the function of non-University equipment that can be accessed through the system; the privacy or actual or perceived safety of others; or that are otherwise illegal are forbidden.

GUIDELINES:

By using University electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable University policies.

Acceptable Users: Only individuals that are primarily affiliated with Central Michigan University as faculty and staff members are allowed to request that Listserv lists be created. However, faculty and staff members may delegate the maintenance of a list to students. To establish a new Listserv list you must be a faculty or staff member, or be able to ask one to "sponsor" you.

Each person with access to the University's computing resources is responsible for their appropriate use and by their use agrees to comply with all applicable University, college, and departmental policies and regulations, as well as the policies for computing and networking resources.

Campus wide listservs are monitored closely and each have an approval authority to authorize the information before distribution (see campus wide listserv list).

Listserv Fee: Listservs are available for use by the campus community at no charge.

Priorities: When demand for computing resources may exceed available capacity, priorities for their use will be established and enforced. Authorized faculty and staff may set and alter priorities for exclusively local computing/networking resources. The priorities for use of University-wide computing resources are:

Highest: Uses that directly support the educational, research and service missions of the University.

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Medium: Other uses that indirectly benefit the education, research and service missions of the University, as well as and including reasonable and limited personal communications.

Lowest: Recreation, including game playing.

The University may enforce these priorities by restricting or limiting usages of lower priority in circumstances where their demand and limitations of capacity impact or threaten to impact usages of higher priority.

Enforcement and Penalties for Violation: It may at times be necessary for authorized systems administrators to suspend someone's access to University computing resources immediately for violations of this policy, pending interim resolution of the situation (for example by securing a possibly compromised account and/or making the owner of an account aware in person that an activity constitutes a violation). In the case of egregious and continuing violations suspension of access may be extended until final resolution by the appropriate disciplinary body.

Each listserv owner will be responsible for monitoring the traffic for his or her particular list. Listserv owners are responsible for notifying the user and Information Technology if the user is in violation of this policy, and other applicable University policies, as well as City, State and Federal laws and regulations.

Requesting a List: The sponsor will need to contact Information Technology and request that a Listserv list be created. A request form can be completed online at <http://www.oit.cmich.edu/computing/default.htm>, or Information Technology may be contacted in person at Foust Hall 001 or by phone at (989) 774-3611. When requesting that a Listserv list be created, the sponsor will need to specify the mission of the list.

Campus Wide Listserv Lists: There are various listserv lists available for campus wide communication, such as the ALLSTAFF and DEANSTU lists. The approval authority reserves the opportunity to edit or reject announcements or to defer them to CentraLine, the internal newsletter, which is available to all employees. Messages that will not be approved include job postings, business advertisements, or messages directed to a limited audience. Remember that not all employees or students have e-mail or use it regularly.

CMU FACULTY / STAFF ANNOUNCEMENT LIST (ALLSTAFF) - E-mail announcements of general interest to CMU faculty, staff and students are sent on weekdays to university employees with e-mail accounts. When messages are submitted, they are digested and sent out once a day. Faculty and staff members may unsubscribe to this list.

Approval authority rests in the Office of Public Relations and Marketing.

CMU STUDENT ANNOUNCEMENT LIST (DEANSTU) - E-mail announcements of important interest to most currently enrolled students may be approved for distribution to all students with e-mail accounts. When messages are submitted, they are reviewed for approval, digested, and sent out.

Approval authority rests in the Office of Dean of Students. The likelihood of approval is greatly enhanced when the message is deemed important to most students, and dealing with such issues as university financial matters, course registration, emergencies (health, weather, etc.), or new university policies. Most other announcements will not be deemed appropriate to send to all student e-mail accounts. Persons wishing to send other electronic announcements to students are encouraged to consider posting a message on the Web Bulletin Board.

SPECIFIC EMPLOYEE GROUPS ANNOUNCEMENT LIST – There is fairly strict criteria for sending messages to any of these listservs. The criterion is: the message must be from the employer in regard to wages, benefits or conditions of employment. These lists are intended to be used only when the message must be guaranteed to reach all employees with email addresses. All other messages should be submitted to allstaff@cmich.edu.

Provided your message meets the criteria as explained above, you will be able to send messages to specific employee groups, or if you wish to send the same message to all employee groups you can use the "super list" which includes in its address all of the employee groups listservs.

Approval authority rests in the Human Resources and Faculty Personnel Services offices.

CAMPUS-WIDE LISTSERVS

DESCRIPTION	LIST E-MAIL ADDRESS
Super List (Includes all employee groups)	CMUFS@cmich.edu
Professional Administration Staff	PASTAF@cmich.edu
Office Professional Staff	CLSTAF@cmich.edu
Supervisory Technical Staff	STSTAF@cmich.edu
Broadcasting Staff	BRSTAF@cmich.edu
Police Staff	PSSTAF@cmich.edu
Service Maintenance Staff	MFSTAF@cmich.edu
Senior Officer Staff	SOSTAF@cmich.edu

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Regular Faculty Staff	REGFAC-L@cmich.edu
Temporary Faculty Staff	TEMPFAC@cmich.edu
All Students	DEANSTU@cmich.edu
All faculty and staff (who opt to receive)	ALLSTAFF@cmich.edu

HOW TO WRITE AND SEND AN ANNOUNCEMENT

Announcements must be sent by e-mail to the appropriate list address (see above). The subject line of the e-mail message must be the title of the announcement, written in all capital letters. This title must also be the first line of the announcement, written in all capital letters. Announcements must include the following information for the person submitting the announcement: name, department or office name, campus phone number, and e-mail address. This should be written in parentheses at the end of the message. Please use the following format: (Submitted by: name, office name, phone ****, e-mail address). Announcements must be 100 words or less, including the title and the required submission information at the end of each announcement.

Announcements must be one paragraph only, and they must be written in paragraph form. Your signature file should be turned off before sending an announcement. A signature file may not be used as a substitute for the submission information requirement listed above. Double check all dates, times and locations included in your announcement.

HOW TO SEND AN EMERGENCY ANNOUNCEMENT

1. Send an emergency announcement to the appropriate list (see above), and then immediately.
2. Call or visit the office that holds approval authority for that particular list (see above).

GUIDELINES

Announcements are usually run one time and not repeated. Information submitted by 4pm. weekdays may be sent (if approved) the next weekday. One set of announcements will be sent each weekday. Emergency announcements may be sent as soon as possible, the same day on rare occasions. Emergency announcements will only be approved and sent for real emergencies. (See the instructions above for sending an emergency announcement.) Emergency announcements will only be used for real university emergencies, urgent messages or last-minute cancellations that could not have been included in the regular daily announcements. Emergency announcements will not be approved for last-minute event notices or announcements that can wait until the next day. Please plan ahead.

After you have sent your message to one of the addresses above, the message will be returned to either Public Relations & Marketing, Human Resources, Faculty Personnel Services, or the Office of Dean of Students as the listserv owner, for approval. Upon approval of the message, the message will be authorized to be distributed.

HOW TO REMOVE YOURSELF FROM THE ALLSTAFF LIST

If you do not wish to receive the daily announcements, you can unsubscribe from the ALLSTAFF Listserv list, simply by mailing a message to that particular Listserv server. Since you do not want to send a message to the whole list, but rather the host, you should send an email message to LISTSERV@cmich.edu.

To unsubscribe from the list, you would simply mail a message to
LISTSERV@cmich.edu

In the body of the message, simply include the following line:
unsubscribe allstaff

When you click send, it will send the unsubscribe command to the host. You should then be removed from the list.

LISTSERV CONTACT INFORMATION

Please forward your questions and/or suggestions to the appropriate contact person. Please refer to the chart below for contact information for a particular listserv list.

CONTACT INFORMATION

LIST NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL ADDRESS
DEANSTU	Janet Larrance/Bernie Bland	989-774-3346	larra1jc or bland1ba@cmich.edu
ALLSTAFF	Barbara Chovanec	989-774-3197	cmuline@cmich.edu
REGFAC	Joyce Joslin	989-774-3368	josli1jb@cmich.edu
TEMPFAC	Joyce Joslin	989-774-3368	josli1jb@cmich.edu
CMUFS	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
PASTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
CLSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
STSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
BRSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
PSSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
MFSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu
SOSTAF	Maxine Kent	989-774-3271	tubbs1ma@cmich.edu