

Title/Subject: **LISTSERVS FOR FACULTY AND STAFF**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: September 1, 2007

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.

DEFINITIONS:

Moderated means that all messages are reviewed prior to being distributed to assure they meet the criteria of this policy. All responses to the distributed message go back to the list owners (either HR or FPS).

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.

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.
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. 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.

Authority: M. Rao, President

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Indexed as: Announcements; Digital Communication; Email: Electronic Communication, listserv, messages

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7. One short reminder notice will be allowed providing it has been at least 10 days since the original notice.
8. Emergency messages may be sent on rare occasions, but these will only be approved for messages deemed to contain urgent information.

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.**

To send an emergency message:

1. Send an emergency message to the address of the group you are trying to reach from the chart above.
2. Immediately call the list moderator [Human Resources (1605) or Faculty Personnel Services (3368)] as noted in the table above, to notify the office that you have sent an emergency e-mail.

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

*Central Michigan University reserves the right to make exceptions, modify or eliminate this policy.
This document supersedes all previous policies, procedures and directives relative to this subject.
Please refer questions or concerns to the Originating Department.*