UNIVERSITY *of* WISCONSIN-GREEN BAY

UW – Green Bay Policy for Email Distribution Lists

OP-36-12-1

INTRODUCTION

The University encourages appropriate use of all university email distribution lists for university-related business; furthermore, it requires civility and common sense in its use, and respect for others, including the recognition of academic freedom and free speech.

GENERAL BACKGROUND

The University of Wisconsin-Green Bay provides access to university network resources, including individual email accounts for each employee and each student.

Email distribution lists are used to facilitate communication, resource sharing, research, and community building. This method of communication is cost-effective and reduces the amount of paperwork distributed through other established means (intercampus mail). However, the overuse of university-wide emails can reduce effective communication. Therefore, the University also encourages the use of commonly used digital communication such as the LOG, HR Connect (employees), and Phoenix News Phlash (students).

POLICY

1. Email communication should be used to inform faculty, staff, and students about activities, events, or policies that relate to the University's educational services and business.
2. All distribution lists based on groups of employees use official information from HRS. The Division of Information Technology creates lists based on the data maintained in HRS by Human Resources and automatically updated. Only specific university offices and positions will be authorized to post to these lists. (see Appendix A)
3. All distribution lists based on groups of students use official information from SIS. The Division of Information Technology creates lists based on the data maintained in SIS by the Registrar's Office, and automatically updated. Only specific university offices and positions will be authorized to post to these lists. (see Appendix A)
   - In addition to the distribution lists of students referenced above, the University also provides distribution lists for courses, majors and minors, student organizations, and

housing. There are numerous individual lists in each category. See Appendix C for who is approved to send to these types of distribution lists.

4. Individuals may create convenience distribution lists as desired using their Outlook address book.
5. The use of University email distribution lists is not available to non-university entities.
6. The University owns the email accounts and uses them as an official method of communication with employees and students. Employees and students are responsible for reading official information shared via email.

GUIDELINES

1. Material sent to distribution lists must be related to the intended group and must pertain to University business. The distribution lists are not for personal or commercial gain. Any communication must comply with the UW Board of Regents Acceptable Use Policy (25-3).
2. Each message must contain the intended recipient(s), meaningful subject line, and signature block of the sender, and the sender's departmental affiliation, office telephone number, and email address.
3. Emails should be edited carefully for content before being sent.
4. Messages should be sent to the authorized individual or office at least two days in advance to allow adequate time for posting.
5. The author of the message, which may be different from the sender, is responsible for all replies, responses, and complaints.
6. All student email surveys must have the approval of the Human Subjects Review Committee. Email surveys should be limited to course-related and official University business.

UNIVERSITY *of* WISCONSIN-GREEN BAY

Appendix A - Employee Group Distribution Lists

1. **'All Employee' Distribution Lists**
   - All Employees
   - All Faculty
   - All Staff
   - All Supervisors

   Offices or Positions Approved to Send to 'All Employee' Distribution Lists
   - Business and Finance, Office of | Vice Chancellor for
   - Chancellor, Office of | Chancellor
   - Facilities & Campus Planning | Director of
   - Information Technology, Division of | CIO, Help Desk, and Cyber Travis
   - Human Resources, Office of | Assistant Vice Chancellor for, HR Connect, Payroll & Benefits
   - Provost, Office of | Provost
   - Student Affairs and Campus Climate, Office of | Vice Chancellor for, Commencement
   - University Advancement | Vice Chancellor for
   - University Marketing and University Communications | LOG
   - University Police | Chief of Police, Parking

2. **'Specific Employee Group' Distribution Lists**
   - Adjunct
   - Emeritus
   - FASL Supervisors
   - GB – Faculty
   - GB – Staff
   - Instructional Academic Staff
   - Limited
   - MAN – Faculty*
   - MAN – Staff*
   - MNT – Faculty*
   - MNT – Staff*
   - Non-Instructional Academic Staff
   - SHB – Faculty*
   - SHB – Staff*
   - Student Supervisors
   - University Staff
   - UW-Green-Bay
   - University Staff Supervisors
   - University Staff Temp
   - University Staff Temp Supervisors

   Members of the list can send to the list

   Offices or Positions Approved to Send to 'Specific Employee Group' Distribution Lists
   - Admissions, Office of | Director of
   - Business and Finance, Office of | Vice Chancellor for
   - Center for the Advancement of Teaching and Learning | Director of

- Chancellor, Office of | Chancellor
- Cofrin School of Business | Dean of
- College of Arts, Humanities, and Social Sciences | Dean of
- College of Health, Education, and Social Welfare |Dean of
- College of Science, Engineering, and Technology |Dean of
- Controller, Office of |Controller
- Disability Services, Office of | Director of
- Enrollment Services, Division of | Assistant Vice Chancellor of
- Facilities & Campus Planning | Director of
- Information Technology, Division of | CIO, Help Desk, and Cyber Travis
- GBOSS
- Graduate Studies, Office of | Associate Vice Chancellor
- Grants and Research, Office | Director of
- IDC
- IECERT
- IRB
- Human Resources, Office of | Assistant Vice Chancellor for, HR Connect, Payroll & Benefits
- Kress Center | Director of
- Libraries | Library Director
- Phoenix Bookstore
- Provost, Office of | Provost, Associate Provost
- Purchasing | Director of
- Registrar's Office | Registrar
- Secretary of Faculty and Staff
- Student Affairs and Campus Climate, Office of | Vice Chancellor for, Commencement,
- Student Life, Office of | Director of
- University Advancement | Vice Chancellor for
- University Marketing and University Communications | LOG
- University Police | Chief of Police, Parking