

All-Campus Email Policy



REV. Aug. 2015

All-Campus Email

Purpose: Notification of the entire campus community or selected sub-groups (students/faculty/staff) about important information that affects the majority of the campus community or selected sub-group.

Examples: budget, strategic initiatives, emergency notifications, presidential announcements, etc.

Audience: all faculty, all staff, and/or all students

Approval Required: director of media relations, associate vice president, vice president, college dean or the Office of the President