STOCKTON UNIVERSITY

PROCEDURE

Procedure for Using University Communication Systems/Tools to Disseminate Messages to the Stockton Community

Procedure Administrator: Chief Information Officer
Authority:
Effective Date: October 26, 2020
Index Cross-References: Policy II-85: Use of University Communication
    Systems/Tools; Procedure 4200: Acceptable Usage Standards of Communication
    and Communication Technology
Procedure File Number: 4155
Approved By: Dr. Harvey Kesselman, President

Stockton University provides communication services and tools to its students, faculty, and staff to facilitate the academic and administrative functions that support the . These services and tools are not open to the general public, are not intended for general public communication, and are not a forum for the dissemination of confidential information or solicitations. Onot

- Alerts the campus community of key processes, procedures, services, and deadlines from Human Resources, Facilities and Operations, and Information Technology Services;
- Communicates important information from the President, Provost, or other University senior leadership.

Faculty, staff, and students may not send a mass email to University email directories unless prior approval is secured (see Section 2 below). Faculty, staff, and students have numerous communication channels and tools that enable the flow of information between teams, departments, organizations, clubs, and other groups, which individuals are encouraged to use before resorting to a mass email.

2. PROCESS FOR SENDING A MASS EMAIL

Administrative departments that are required to make periodic announcements to members of the Stockton community can send mass emails to the predetermined mass email lists via the email system, maintained by ITS, for matters of University business and in compliance with all pertinent policies and procedures.

Members of the campus community and offices authorized to send mass emails include:

Office of the President
Office of the Provost
Public Safety
Facilities and Operations
Information Technology Services
Human Resources
Members of the Cabinet and/or their designees
President of the Faculty Senate
Union Presidents
Office of the Dean of Students (for messages sent to student lists)

All other individuals intending to communicate through the predetermined mass email lists will require prior approval from their Divisional Executive. Requests will be reviewed by University-designated moderators before being accepted or denied for distribution. If approved, the message is sent to the intended mass email list (for example, sent to faculty@stockton.edu or staff@stockton.edu).

Emails intended for all faculty shall be approved by the Office of the Provost, and those for students shall be approved by the Office of the Vice President of Student Affairs or the Dean of Students. Emails intended for all staff shall be approved by the Divisional Executive of the proposed email sender.

Approval of a mass email message may take up to three (3) working days before being delivered to the intended community. If time sensitive material is being distributed, please contact your Divisional Executive to request an expedited approval process.

Review History:

	Date
Procedure Administrator	10/08/2020
Divisional Executive	10/09/2020
General Counsel	10/14/2020
Cabinet	10/22/2020
President	10/26/2020