



<b>Global Email Policy</b>		<i>Department:</i> <b>Information Technology Services</b>	
		<i>APP No.</i>	
<i>Department Vice President:</i> <b>Vice President for Finance &amp; Administration/CFO</b>	<i>Revised:</i>  October 14, 2022	<i>Original Effective Date:</i>  July 28, 2020	<b>Page 1</b>
<i>Subject:</i> The Linfield University Email Policy addresses the appropriate and authorized use of “all-university” email distribution lists and establishes Linfield Ahead as the primary internal communications tool to distribute campus communications.		<i>Applicable Divisions:</i> <b>All</b>	

## **PURPOSE**

This policy addresses the appropriate and authorized use of Linfield University’s global email distribution lists and establishes Linfield Ahead as the primary internal communications tool for Linfield University.

[Linfield Ahead](#) is a bi-weekly newsletter sent through the Office of Strategic Communication which consists of announcements, news and upcoming events relevant to the Linfield community. Linfield Ahead is to be used in place of “all-university” email distribution lists to the fullest extent possible.

Email is the University’s official means of official communication, membership on these lists is mandatory for University employees and students. Because members cannot “unsubscribe” to the list(s), access and permissions to use the list(s) is restricted per this policy to ensure that only critical and universal information is shared globally. This policy supersedes all other “email lists” policies regardless of origination.

## **POLICY**

### **Student Global Email**

The ability to send mass emails to Linfield students is limited to Linfield offices with official University business.

### **Faculty and Staff Global Email**

1. Any and all mass emails to be distributed across campus are to be submitted to the appropriate Vice President/Provost who shall make the determination of whether it is appropriate and/or necessary to send the mass email. [Linfield Ahead](#) should be used whenever that distribution method will achieve the desired result.
2. Content must be official University business that is significant and relevant to all employees and/or all students receiving the message. Event announcements and news must use Linfield

## Global Email Policy

Ahead. Lost and found announcements, for sale announcements, solicitations, for example, are not allowed.

3. The ability to send email to all employee groups via mass distribution are limited to the following offices:
  - a. President
  - b. All Vice Presidents and Provost
  - c. Communications
  - d. Finance & Administration
    - Environmental Health & Safety
    - Facilities Services
    - Human Resources
    - ITS
    - Linfield Public Safety (LPS)
    - Portland Campus Operations
4. The ability to send email to the following employee groups are limited to the following:
  - a. All Exempt & Non- Exempt Staff: Chair of Staff Council
  - b. All Faculty: Chair of Faculty Senate, Deans, Athletic Director, Registrar
5. The ability to send email to specific employee groups in the internal colleges/schools are limited to the following:
  - a. College of Arts and Sciences (CAS): Dean, Associate Dean(s), Dean's Administrative Specialist, CAS Faculty Senators, Registrar
  - b. School of Nursing (SON): Dean, Associate Dean(s), Dean's Administrative Specialist, SON Faculty Senators, Registrar
  - c. School of Business (SOB): Dean, Associate Dean(s), Dean's Administrative Specialist, SOB Faculty Senators, Registrar

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Policy Review:

This policy will be reviewed annually on July 1.

Date Issued: July 28, 2020

Revision Dates: September 15, 2021, February 15, 2022, March 9, 2022

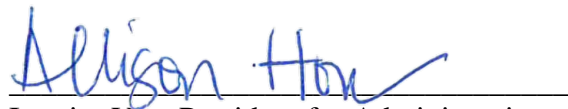
Date Last Revised: October 14, 2022

Responsible Executive:

Vice President for Finance and Administration

Responsible Office:

CIO/Information Technology Services



Interim Vice President for Administration

Date: October 14, 2022

This policy is effective immediately and supersedes all previous editions.