



<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> January 15, 2021	<i>Original Effective Date:</i> July, 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.

The University has multiple global email lists as well as employee group email lists available for sending official, relevant University-related information. 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 moderated and their use 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.

## Global Email Policy

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 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/Provost
  - c. Communications
  - d. Linfield Public Safety (LPS)
  - e. Facilities

### **\*Unrestricted Email Lists:**

1. Anyone with a Linfield email address can currently send to the following email lists:
  - McMinnville Non-Exempt Staff
  - McMinnville Exempt Staff
  - Portland Non-Exempt Staff
  - Portland Exempt Staff
  - All Faculty (Regardless of location including adjunct faculty)
  - All McMinnville Faculty (Includes McMinnville adjunct faculty)
  - All Portland Faculty (Includes Portland adjunct faculty)
  - All OCE Faculty (Department is OCE)

\*May need to be modified based on University structure

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Policy Review:

This policy will be reviewed annually on July 1.

Date Issued: July 28, 2020

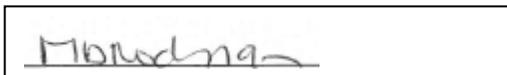
Date Last Revised: January 15, 2021

Responsible Executive:

Vice President for Finance and Administration

Responsible Office:

CIO/Information Technology Services



Vice President, Finance and Administration

Date: January 15, 2021

This policy is effective immediately and supersedes all previous editions.