



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy # 7.005

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**College-Wide E-mail & Distribution List Policy**

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Authority: Chancellor

Effective Date: 1/23/20

Last Revision: 4/26/22

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**PURPOSE:**

The following policy is designed to improve email communication amongst members of the faculty and staff and to ensure appropriate usage of the college-wide, or "all users", email address and distribution lists.

**POLICY/PROCEDURE:**

Section One- Usage Guidelines

Email serves as a primary means of communication amongst members of the college community. The "all users" email address and distribution lists are designed to efficiently provide important, and relevant, information to members of the faculty and staff. College-wide emails should be sent when necessary, but should also be used sparingly. Emails should only be sent to the "all users" and college distribution lists when the following elements are satisfied:

1. The email must be relevant to the college's services, programs, operations, and/or stakeholders (faculty, staff, students, customers, and guests).
2. The information must be relevant to members of both the faculty and staff. In addition, since the "all users" email account is designed to provide important college-wide information, content must be relevant to a majority of the college community. The "reply all" feature should not be utilized when responding to an "all users" email. Please reply directly to the designated point-of-contact/author with questions and/or responses
3. If the information is only relevant to select individuals, groups, and/or departments, the specific distribution list should be utilized and sent for approval.
4. The information must not promote and/or attempt to benefit external parties. Sanctioned Fletcher fundraisers and/or events are permitted to be promoted through the all users account.

Exceptions to these guidelines can be granted by the Chancellor, or the Chancellor's designee. Requests for an exception should be sent through the Executive Assistant to the Chancellor.

### Section Two- Authorized Users

In order to ensure efficiency and consistency in college-wide email communications only members of the College Executive Team, or their designees, are permitted to send college-wide emails unless otherwise noted below.

Individuals wishing to share information with the college community should draft the proposed message and send via email to the Assistant to the Chancellor. Should the information meet the usage guidelines, the Assistant to the Chancellor will send the information to the "all users" email address.

The Human Resources Department may communicate important payroll and/or human resources related information directly via the "all users" account.

The Information Technology Department may communicate important IT updates and/or information directly via the "all users" account.

The Executive Director of Advancement and Community Relations may communicate important foundation, fundraising, public relations, and/or marketing information directly via the "all users" account.

The Executive Director of Enrollment may announce important student services and/or enrollment information directly via the "all users" account.

Failure to abide by this policy may be grounds for disciplinary action up to, and including, termination of employment.

### **Reference:**

**Distribution:** Distributed Electronically via College's Internet.

Review Council/Entity	Approval Date
Governance Council	4/28/22
Chancellor's Leadership	5/26/22