

## **SCSU Electronic Mail Faculty and Staff Notification Policy**

Students, faculty, staff and administration at Southern Connecticut State University increasingly rely on electronic communication, motivated by its convenience, speed, cost-effectiveness, and environmental advantages. Because of its general acceptance, use and availability, the University considers email to be one of the official means of communication within the SCSU community. Accordingly, effective (December 2006??), the University will use the SCSU assigned faculty and staff email as the primary address for purposes of official notifications with the full expectation that these emails will be received and read in a timely fashion. Faculty and staff should check their email frequently and consistently, with the recognition that certain communications may be time-critical.

The University issues email accounts to all of its students, faculty and staff; users can also elect, at their own risk, to have their university email automatically forwarded to an outside account. The University is not responsible for the handling of email by outside vendors, nor are individuals who use outside accounts absolved from responsibility for messages not received or read. If a full inbox or the unmonitored use of a “spam” filter causes undeliverable messages to be returned, these messages will be considered delivered and further action will not be required of the University. As with the postal mail service, the University assumes no responsibility for any messages not received or read by students, faculty and staff.

(Here is the link to FAQ Regarding the Policy on Email as an Official Means of Communication at SCSU:

<http://www.southernct.edu/departments/oit/policy/emailfaqdraft.pdf> )