

**Mass Email Procedures and Restrictions**  
Southern Connecticut State University  
August 1, 2009

Southern Connecticut State University has adopted electronic mail as an official means of communication to the campus community. The University provides and encourages the use of electronic mail services by faculty, staff, students and others affiliated with the University in support of its mission of teaching and learning, research and public services. Those who use the electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws, with policies and procedures of the University, and with normal standards of professional and personal courtesy and conduct.

The following procedures apply to all electronic mails (“email”) sent to the entire campus community or any substantial portion of the campus community, such as all faculty, all staff, or all students.

**Mass distribution of an electronic mail is restricted to purposes related to the university's mission of education, creative activity, and public services.**

1. Mailings to the entire or a substantial portion of the campus community such as all faculty and staff must be approved by the President or his/her designee. Routine, periodic electronic mailings must be approved in the first instance by the President.
  - a) The President has identified the following managers (or their designees) to be the authorities for mass distribution of electronic mail for purposes related to their respective areas of responsibility:
    - The Provost and Vice President for Academic Affairs.
    - Executive Vice President for Finance and Administration.
    - The Vice President for Student and University Affairs.
    - The Vice President for Institutional Advancement.
    - The Chief Information Officer.
    - The Associate Vice President for Human Resources.
  - b) The President has granted the Director of Public Affairs or his/her designee the authority to approve and mass distribute event announcements via electronic mail.
2. Mailings to the entire student body must be approved by either the Vice President for Student and University Affairs, the Assistant Vice President/Dean of Student Affairs. Routine, periodic electronic mailings must be approved in the first instance by the Vice President for Student and University Affairs or Assistant Vice President/Dean of Student Affairs.
3. Mailings to the entire faculty body must be approved by the Provost and Vice President for Academic Affairs. Routine, periodic electronic mailings must be approved in the first instance by the Provost and Vice President for Academic Affairs.

4. Mailings to the entire staff body must be approved by the Associate Vice President for Human Resources. Routine, periodic electronic mailings must be approved in the first instance by the Associate Vice President for Human Resources.
5. Union leadership will continue to have access to state-supported email system to conduct union business as consistent with current practices.
6. In no case shall mass email be used for non-university sponsored events or personal endeavors.
7. In no case shall mass email be used for commercial, political or religious statements.
8. Faculty members or students who wish to conduct research surveys via mass emailing must first obtain approval from the Institution Review Board before seeking approval from the appropriate administrative officers.
9. Information Technology and Human Resources will jointly create and maintain formal mass email distribution lists (“listservs”). These lists will be moderated by the Office of Public Affairs in order to limit mailings that are relevant to the vast majority of the list membership and are consistent with the stated purpose of the list.

Requests for exceptions to the procedures shall be submitted to the Chief Information Officer. The CIO will forward the requests along with his/her recommendations to the appropriate administrative officers.

Violations will be reported to the appropriate University administrative officers and may result in disciplinary actions.

Illegal actions involving University’s information technology resources by members of the university community will be reported to the appropriate local, state, or federal law enforcement agency for investigation and possible prosecution.