



## **Policy Statement**

This Policy outlines the procedures and requirements for official internal communications to faculty members, staff, and registered students. The University of Evansville will use email as the primary vehicle for official communication with faculty members, staff and students. The Office of Technology Services assigns an official University of Evansville email address to each registered student and each active faculty member and staff member.

## **Internal Communication Policy**

The University of Evansville will provide internal communication by email to a faculty member, staff member and/or registered students by sending an email to their assigned evansville.edu address. Such communications include, but are not limited to, weekly editions of *PurplePulse*, or other relevant messaging.

The University of Evansville expects each faculty member, staff member and registered student to read UE email in a timely manner. Failure to receive and read University communications in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

If a faculty member, staff member, or registered student redirects their official evansville.edu email to another address, they are responsible for ensuring that all email messages are forwarded correctly. The University is not responsible for the handling of email by any other service providers.

Faculty members, staff members, and registered students are strongly encouraged to register with the UE Rave Guardian Alert program, the University's emergency and severe weather notification system. During the Rave Guardian registration process, registrants may elect to receive notifications through text, call and/or email.

## **Communication and mass email planning**

The Office of University Communications works with offices and divisions to plan communications and mass emails for the **campus community** (all faculty/staff and/or students). Members of the campus community should consult with the office before developing a mass email.

A mass email refers to an email message sent to the entire campus or a significant subgroup of individuals, such as all students, undergraduates, graduate students, faculty, or administrators. As a general policy, university-wide emails are reserved for executive-level communications and emergency/immediate-need notifications.

Mass email is appropriate for information that pertains to the majority of the recipients, is critical and/or time-sensitive, and meets one or more of the following criteria:

**Deemed essential by a University officer (See examples)** and/or notifies the campus community about changes in policy or practice; or communicates important information from the president, provost, or other university senior leadership.

- Renovations planned for Rademacher's dining experiences
- Announcement of a new graduate program

**Critical, time-sensitive, and/or relevant to the University's mission**

- Olmsted Hall closed due to burst pipe
- Center for Inclusive Excellence documentary opening locally/nationally

**Address an issue of campus safety or health**

- Flu shots still available on campus
- Reported gas leak near residence halls

**Address a recommended or required action that applies to most**

- Renew your annual parking pass
- Elect your annual benefits through open enrollment

**Internal Newsletters**

Departments that develop internal newsletters that requires mass distribution to the campus community should reach out to the Office of University Communications.

Note: Outreach to alumni beyond routine correspondence, such as department newsletters and/or communications to groups of 50 or more, is to be done in consultation with the Office of University Advancement.