

# Employee E-Mail Mailing List Policy

<b>Purpose</b>	The purpose of this policy is to enumerate guidelines and procedures for messages sent to employee e-mail distribution lists.	
<b>Policy Statement</b>	Employee mailing lists are available for the BSU campus community to use for e-mail communication to the various groupings of employees based on the guidelines enumerated under the responsibilities section below. Sending to these lists may be restricted on a case by case basis.	
<b>Applies to</b>	All members of the BSU community	
<b>Responsibilities</b>	Employee E-mail Mailing Lists:	
	<a href="mailto:Faculty-dl@bridgew.edu">Faculty-dl@bridgew.edu</a>	All full-time faculty
	<a href="mailto:PTFaculty-dl@bridgew.edu">PTFaculty-dl@bridgew.edu</a>	All current part-time faculty
	<a href="mailto:Administrators-dl@bridgew.edu">Administrators-dl@bridgew.edu</a>	All APA & excluded administrators
	<a href="mailto:Staff-dl@bridgew.edu">Staff-dl@bridgew.edu</a>	All classified employees

Messages sent to employee mailing lists must:

- Originate from a BSU e-mail address
- Contain a descriptive subject line
- Pertain only to University business
- Be primarily applicable to the members of the selected list. Messages should not be sent to multiple lists as a method of circumventing the University's [Community Announcements](#) system
- Be consistent with BSU's [Responsible Use of Information Technology Policy](#)

Material not to be posted to employee mailing lists includes:

- Classified ads, political, opinion/editorial, or general discussion messages
- Chain letters of any kind and other messages that are in violation of University electronic mail policy
- Computer virus or public safety messages. These are only accepted from Information Technology and University Police, respectively
- Attachments should not be sent to these lists, but links to other online sources of information may be included in the body of the message
- Members of the BSU community are not permitted to create custom distribution lists. Creation of custom lists may be considered SPAM and may be subject to sanctions listed under the [Responsible Use of Information Technology policy](#)

Title: Employee E-Mail Mailing List Policy

Approved By: Pat Cronin, VP Information Technology

Approval Date: 9/11/13

Date of Last Revision: 9/11/2013

Policy Category: Information Technology Division