



UNE COM Communication Policy

Purpose

The purpose of this policy is to instruct users on appropriate use of Email Distribution Lists and to provide recommendations on how to properly send mass email messages in order to reduce email clutter, increase recipient responsiveness,



- Messages that are commercial in nature with the exception of those messages that are in support of University business and are approved by an authorized user
- Messages related to a particular course or class that could otherwise be sent through the LMS
- Research based surveys that have not been vetted by the Associate Dean of Research and Scholarship at UNE COM and approved by UNE IRB

Messages sent to a Distribution List:

- Should be sent from an Authorized user
- Should be sent using Blind Carbon Copy (Bcc) functionality
- Should have a Subject that clearly defines the purpose of the email
- Should avoid unnecessary tags, such as RE and FWD
- Brevity should be emphasized

Authorized Users and Mail Permissions Matrix

Authorized users shall be determined by the Dean



Means of communication

The college offers a number of different forums in which a faculty, professional staff, or students may issue communications. Below is a sample of some communication types and the best forums in which a person may send their message:

Communication Type



APPENDIX A – SURVEYS

- Students, faculty, and s