

Policy #:	Title:	Effective Date:
GEN-003	Email Distribution List Policy	06/01/2008

Policy Description— Those wishing to distribute mass email to various campus communities and organizations must have the appropriate permissions.

- Those wanting to distribute email to students must have messages approved by the Office of the Vice President for Student Affairs. Once permission is granted, messages will be sent by the Office of Student Affairs or authorized ITS personnel.
- Only authorized individuals (e.g., full-time faculty or staff) will have access to specialized email distribution lists that have been created and are maintained by the UNIX Systems Administrator.
- Any faculty or staff member may request new distribution lists. The UNIX Systems Administrator will create these lists. List membership must consist solely of individuals who have opted-in to receive such communications, unless membership has been established by one of the University Vice Presidents or the President. Management of the list (moderation and membership management) will be the responsibility of the list owner. Authorized users of these lists will be notified via email after they have been created.

Definitions—

Email distribution lists—automated email lists that send messages to many individuals simultaneously.

Rationale for Policy—This policy is intended to ensure that only those with proper authorization have the ability to send mass email.

Responsible Department/Person—UNIX Systems Administrator

Reference/Related Information—

Who should be notified about this policy—All UF Vice Presidents, the UNIX Systems Administrator, faculty, and staff.

Issue Date: 06/01/2008

Modification History—