POLICY SUMMARY FORM

Policy Name: Email for University Communication

Policy Number: 15.1

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/23/2013

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): establishes email as an official means of communication among faculty, students, and staff

Reason for the addition, revision, or deletion (check all that apply):

☑ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Wording changes in #2 are clarifications that all SFA personnel and students are responsible for university email message content even if they choose not to use the university system as their primary account; this clarification puts the responsibility of access to official university email messaging on the receiver. Wording changes in #3 are clarification of processes related to university email accounts based on enrollment status of students; significant is that enrolled students and graduates may maintain their university email account indefinitely, thus keeping them connected to SFA and making contact with them potentially easier. Contact for Revision changes established the CIO as the person to contact for policy changes, for the CIO maintains current knowledge of rules and expectations for email system capabilities

Specific rationale for deletion of policy:

Additional Comments:
Reviewers:

Academic Affairs Policy Committee; Judy Abbott, Chair
Steve Bullard, Interim Provost and Vice President for Academic Affairs
Email for University Communication

Original Implementation: January 28, 2003
Last Revision: April 23, 2013

Email is an official means of communication among university faculty, admitted and/or attending students, and staff members. Although email accounts are assigned to all prospective students at the time they apply for admission, they are not bound by this policy until they have been admitted to the university.

The following conditions apply to university email accounts:

1. Each person applying for admission to Stephen F. Austin State University (SFA) as a student will be assigned an email account. Each faculty or staff member hired by the university will be assigned an email account at the time the employment information is entered into the Human Resources system.

2. The assigned email account will be considered an official method of communication from university faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. It is the responsibility of each faculty member, enrolled student, and staff member to check for and appropriately respond to all such email messages on a regular and frequent basis.

3. Applicants’ email accounts will be removed if they do not enroll at SFA. Enrolled students can keep their email accounts as long as they wish.

A student’s email account and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.

4. Faculty and staff email accounts will be deleted after 5 p.m. on the last day of employment.

Cross Reference: Use of Electronic Information Resources (16.32)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs