



Email for University Communication

Purpose

To define the official means of communication between the university and its faculty, staff and students.

Persons Affected

All faculty, staff and students. Prospective students may be assigned an SFASU email at the time of their application for admission, though they are not bound by this policy until they have been admitted to the university.

Policy

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

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. All personnel and students are responsible for university email message content, even if they do not use the university system as their primary account.

Applicants' email accounts will be removed if they do not enroll at SFA. Enrolled students retain their email accounts as long as they are an active student.

Faculty and staff email accounts will be deleted upon separation or termination of employment. Some exceptions may be granted by the chief information officer for cause.

Related Statutes or Regulations, Rules, Policies, or Standards

SFA HOP 06-101 Acceptable Use of Information Technology Resources

Responsible Executive

Chief Information Officer
Chief Marketing Communications Officer

Forms

None

Revision History

September 1, 2023 (original)