

|                          |                                |
|--------------------------|--------------------------------|
| <b>Policy Title:</b>     | School/College Listserv Policy |
| <b>Policy Owner:</b>     | Office of the Provost          |
| <b>Effective Date:</b>   | September 1, 2024              |
| <b>Last Updated:</b>     | September 1, 2024              |
| <b>Scheduled Review:</b> | September 1, 2026              |
| <b>Related Policies:</b> | N/A                            |
| <b>Related Forms:</b>    | N/A                            |

## I. POLICY STATEMENT

Seattle University is committed to ensuring efficient communication between employees who utilize the university's School/College Listservs.

## II. PURPOSE & BACKGROUND

Seattle University's School/College Listservs can be valuable tools for faculty and staff members to communicate about events and activities occurring with the schools and colleges. To ensure these listservs retain their value as efficient methods of communication for faculty and staff, the university has developed this policy governing listserv use.

## III. APPLICABILITY/RESPONSIBILITY

This School/College Listserv Policy applies to all employees within Seattle University's schools and colleges who wish to send communications via one of Seattle University's School/College Listservs. This policy does not apply to employees who have compiled their own list of recipient email addresses for group communications.

## IV. DEFINITIONS

**School/College Listserv:** A list of names and email addresses, maintained by Seattle University and accessible on Seattle University's email platform, comprising groups of faculty or staff within Seattle University's schools and colleges.

**Listserv Moderator:** An individual employee within a Seattle University school or college whom the school or college dean has designated as the employee responsible for approving or rejecting communications sent via a School/College Listserv.

## V. POLICY REQUIREMENTS

- 1. Appointment of Listserv Moderator:** For each Seattle University school or college that maintains a School/College Listserv, the dean of the school or college shall designate a Listserv Moderator. The Listserv Moderator will be responsible for

approving or rejecting communications to employees on the School/College Listserv based on the requirements of this policy.

**2. *Submission of Pending Communications to Listserv:*** Individual employees within Seattle University schools and colleges wishing to send a communication via a School/College Listserv may send the message to the Listserv email address using the university's email platform.

- a. Once the employee has hit the "send" button, the communication will enter "pending" status, triggering the Listserv Moderator's review.
- b. The Listserv Moderator will approve or reject the communication based on the guidelines articulated in Section 3, below.
- c. If approved, the message will proceed to all recipients in the Listserv.

**3. *Announcements of School/College Events and Activities:*** The primary purpose of School/College Listservs is to announce upcoming events and activities directly related to the school or college. The Listserv Moderator will generally approve announcements of upcoming events and activities directly related to the school or college. The Listserv Moderator will generally reject proposed communications falling outside of this primary purpose.

- a. Proposed messages must include the identity and contact information of the author, who must be an employee within the respective school or college. The Listserv Moderator will reject proposed messages from anonymous senders or from groups that do not identify a specific employee author.
- b. Proposed messages should be concise, on-topic, and respectful to all fellow employees at the school or college.
- c. "Replies" to Listserv messages should be sent to the individual author, not to the entire School/College Listserv. The Listserv Moderator will generally reject replies to Listserv communications.

## **VI. VIOLATIONS**

Any violation of the School/College Listserv Policy will be referred to the dean of the respective school or college for appropriate response, including possible disciplinary sanctions.