



## Stetson University College of Law Campus - Wide Email Communications Policy

Stetson University College of Law recognizes that email can be an efficient means for departments and campus groups to reach internal audiences, and that electronic media can reduce Stetson's impact on the environment by reducing paper messaging. At the same time, members of the College of Law community have voiced an aversion to unsolicited, mass---distributed internal email. Overuse of campus---wide email lists also negatively impacts Stetson's ability to deliver messages of critical importance. This policy is designed to balance these interests.

### Campus - Wide Email Messages

Campus - wide email messages to students ([students@law.stetson.edu](mailto:students@law.stetson.edu)) and staff ([staff@law.stetson.edu](mailto:staff@law.stetson.edu)) are reserved for the following purposes:

- Urgent notification of campus emergencies or circumstances that affect campus operations.
- Required formal notices and final reminders on impending deadlines that affect student standing or employee benefits.
- Announcements from the University President and College of Law Dean or their designates.

Campus - wide email privileges are limited to the following individuals, under their signature:

- President, Provost, College of Law Dean, and College of Law Associate Deans
- Director of Student Life and Registrar (to students)
- Director of Human Resources (to faculty/staff)
- Director of Information Technology (for technology service issues), Director of Public Safety (for security/safety issues) and Director of Facilities (system outages or building closures)
- Communications Office (other messages evaluated on a case – by - case basis)

The campus - wide message policy does not include class email lists, approved opt - out lists, student organization lists, groups affiliated for a particular Stetson academic or business purpose, or messages from a faculty member to other faculty members ([faculty@law.stetson.edu](mailto:faculty@law.stetson.edu)). All messages should comply with Stetson policies, including those for Computer and Network Use, Privacy of Student Records, and Confidentiality.

### Campus News

To create an effective means to communicate to the Stetson community, announcements and events can be disseminated in a newly designed consolidated communications strategy.

- Announcements and events may be submitted from a Stetson email address to [today@law.stetson.edu](mailto:today@law.stetson.edu) for inclusion on the new announcements/events site, [www.stetson.edu/lawtoday](http://www.stetson.edu/lawtoday). From this site, students will receive a consolidated daily email digest of new announcements and see the day's calendar of events. These announcements are also published to the [connect.law.stetson.edu](http://connect.law.stetson.edu) intranet home page. Special announcements may be featured on the StetsonConnect home pages for students, faculty

or staff.

- A weekly update will be emailed campus-wide, usually on Mondays (when classes are in session). Announcements must be submitted via the [www.stetson.edu/lawtoday](http://www.stetson.edu/lawtoday) website by noon the preceding Thursday.
- Law school achievements of broad interest to the community outside Stetson, including alumni, may be sent to [communications@law.stetson.edu](mailto:communications@law.stetson.edu) for possible promotion via the public website ([stetson.edu/law](http://stetson.edu/law)), news release or Stetson's official social media channels.