

Title/Subject: **LISTSERV AND ANNOUNCEMENTS FOR FACULTY AND STAFF**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: October, 2020

Contact for More Information: Human Resources (HR), Faculty Personnel Services (FPS)

Board Policy Administrative Policy Procedure Guideline

POLICY:

Moderated, electronic mailing lists of employees have been established primarily for messages “from the employer” generally in regard to wages, benefits, and other employment-related issues. Other matters of university business, which are not merely “news items,” may also be approved for distribution. Employees may also use other means of electronic communication for university purposes; those are governed by the master policy on Digital Communication and the Acceptable Use Policy.

BACKGROUND:

CMU recognizes the efficiency of employing digital communications among its students and employees. Digital communication saves time, saves money, and is often the fastest, most effective method of communication among members of the CMU community. At the same time, digital communications can easily be abused, and an email that seems useful and pertinent to one student or employee might easily appear as “spam” to another. While email from individual to individual is sometimes troublesome, the real issue emerges with regard to bulk or group communications, and it is this type of communication to which this policy specifically refers.

DEFINITIONS:

Moderated means that all messages are reviewed prior to being distributed to assure they meet the criteria of this policy. All responses go to the sender unless there is a “reply-to” set up within the message.

PROCEDURE:

A. Listserv Messages

These electronic email distribution lists are automatically populated and updated daily with current faculty and staff CMU email addresses through our payroll system (SAP) and individuals cannot unsubscribe from these lists. The lists are moderated by either Human Resources or Faculty Personnel Services. University Communications can send messages directly to the “All Faculty and Staff” list without requiring approval of HR or FPS.

Messages meeting the criteria noted below may be distributed on the list:

1. Messages may only be submitted by university employees and must relate to official university business.
2. Solicitation messages will not be approved for these lists except for messages relating to the Campus Campaign, and the United Way Fund Drive as they are solicitations approved by the university.
3. Non-university related notices and notices of personal events (retirement parties, open houses, etc.) will not be approved for these lists. Electronic communication is strongly encouraged, and these items may be sent to CMU-Today – see link at the end of this policy.
4. HR & FPS reserve the right to edit or reject messages submitted for distribution on these listservs.

Authority: R. Davies, President

History: 7-1-06, 9-1-07, 08-01-2015

Indexed as: Announcements; Digital Communication; Email; Electronic Communication; Listserv; Messages

5. After the message is reviewed, the message will be authorized for distribution to the employee group, or the sender will be contacted.
6. One short reminder notice will be allowed, provided it has been at least 5 days since the original notice.
7. Messages are distributed as soon as they are received and generally go out the same day; however, information received after 2 p.m. may not be distributed until the following day.
8. Time-sensitive messages may be sent on rare occasions.
 - a. Send a time-sensitive message to the address of the group you are trying to reach from the chart below.
 - b. Immediately call the list moderator [Human Resources (x7194) or Faculty Personnel Services (x3368)] as noted in the table below, to notify the office that you have sent a time-sensitive email.
9. Emergency announcements are processed by University Communications (x3197).

To send a message to the distribution list:

1. Send message directly to the appropriate address as noted below. Send the email, exactly the way you want it to read. **Do not ask the moderator to edit, cut and paste, or suggest they forward it to the list.**

IF SENDING TO:	ADDRESS EMAIL TO:	LIST MODERATOR:
All Faculty and Staff (excludes external medical faculty, graduate assistants, global campus adjunct faculty)	CMUFS@ls2.cmich.edu	HR
All Faculty/Staff with Supervisory Responsibilities	MGMTCMU@ls2.cmich.edu	HR
Regular Faculty	REGFAC-L@ls2.cmich.edu	FPS
Fixed-Term Faculty	FIXEDTERMFAC@ls2.cmich.edu	FPS
Graduate Assistants	GRADASST@ls2.cmich.edu	FPS
Medical Faculty	MEDFAC@ls2.cmich.edu	FPS
External Medical Faculty	EXTERNAL-MEDFAC@ls2.cmich.edu	FPS
Post-Doctoral Research Fellows	POSTDOC@ls2.cmich.edu	FPS
Global Campus Adjunct Faculty	CELTf@ls2.cmich.edu	GC
Broadcasting Staff	BRSTAF@ls2.cmich.edu	HR
Dispatchers	DDSTAF@ls2.cmich.edu	HR
Office Professional Staff	CLSTAF@ls2.cmich.edu	HR
Professional and Administrative Staff	PASTAF@ls2.cmich.edu	HR
Police	PSSTAF@ls2.cmich.edu	HR
Police Sergeants	SGSTAF@ls2.cmich.edu	HR
Senior Officers	SOSTAF@ls2.cmich.edu	HR
Service Maintenance Staff	MFSTAF@ls2.cmich.edu	HR
Supervisory and Technical Staff	STSTAF@ls2.cmich.edu	HR

2. The subject of the message should clearly identify the nature of the message and should be in the subject line of the message.
3. Attachments are not recommended. Suggested alternatives to an attachment include: 1) copying the contents of the attachment directly into the body of the list message; or 2) creating an HTML version of the document and placing it on an appropriate website and sending the link in the list message. In situations where an attachment is used, it cannot exceed 5 MB in size.
4. Messages must include the following information for the person submitting the message: name, department or office name, campus phone number, and email address. A signature file may be used as a substitute for the submission information if it contains all the information requirements listed above.
5. Please try to limit messages to 100 words or less.
6. Double check all links, dates, times, and locations in your message.
7. **Remember: Not all employees have access to email or may not use it regularly.**

B. CentralLink (CMU Internal Web Portal)

CentralLink is an internal web platform designed for the integrated delivery of information and on-line services to the university community. **CentralLink** content on the CMU home page is the responsibility of University Communications. A feature of **CentralLink** is the ability to post general announcements on the CMU home page.

Announcements sent to the listserv considered of interest to all faculty, all staff, or all faculty and staff, may be referred to University Communications for posting on **CentralLink** for a limited period of time. Human Resources and/or Faculty Personnel Services are responsible for deciding whether such an announcement will be referred to University Communications for posting to the **CentralLink** CMU home page and for how long a period the announcement will be posted thereon.

C. CMU Today

CMU Today is an email list sent to all university employees with email accounts every weekday. Messages are submitted via the CMU Today website by faculty and staff, reviewed by University Communications, and sent once per day.

General news items for CMU Today for faculty and staff should be submitted at <https://www.cmich.edu/ourcmu/announcements/Pages/default.aspx>. For message guidelines and instructions, see <https://www.cmich.edu/ourcmu/announcements/Pages/cmu-today-guidelines.aspx>.

All faculty and staff members are automatically included on the CMU Today list, but they may unsubscribe to the list by accessing this link: <https://ls2.cmich.edu/cgi-bin/alloff.pl>.

D. Our CMU

Our CMU is an e-newsletter containing campus and community news. It is published weekly with stories about the people, projects and events that define CMU. Our CMU is delivered via email to faculty and staff, as well as others who subscribe to it.

Produced by University Communications, CMU faculty, staff, students, retirees, alumni, friends and community members may subscribe to Our CMU at <https://ls2.cmich.edu:444/list/subscribe.html?lui=fk2xetyk&mContainer=137&mOwner=G3339362r3139&mListId=HL%23206>.

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