

University of Nebraska at Kearney Internal Email List Policy

The University of Nebraska at Kearney is committed to the use of e-mail to improve the efficiency of communication and to reduce paper usage. For mass e-mail postings, two types of mailing lists are available: voluntary and involuntary.

Membership of employees@list.unk.edu, an involuntary list, will be defined by the Chancellor and the Chancellor's Administrative Council. Except under unusual circumstances, an individual will not be allowed to remove his or her name from the list. Postings will be governed by a narrowly defined set of criteria:

- Messages concerning emergency, health and safety;
- Messages pertaining to matters of university-wide policy; and
- Messages of a timely nature having direct impact on large numbers of faculty, staff, or students.

Posting to employees@list.unk.edu, will be restricted to members of the Chancellor's Administrative Council, the secretaries for Faculty Senate and Staff Senate, and the Manager of the list. Messages submitted for posting will be reviewed for adherence to the criteria listed above. For postings that do not meet the criteria, a voluntary list, announce@list.unk.edu is available.

Postings to voluntary lists will follow a broadly defined set of criteria, based on the purpose of the list and will be directed to University personnel who choose to subscribe to such lists. List entries will be kept current and addresses will be removed immediately at the request of the addressee. It is important to remember that membership of a mailing list may be subject to disclosure under a public records request, depending upon its purpose; a subpoena in connection with a criminal investigation; or other authorized procedure.

The capability to send an email message to all faculty is available via faculty@list.unk.edu if you are a faculty member subscribed to the faculty list.

The capability to send an email message to all currently enrolled students exists but is limited to the Chancellor and the Chancellor's Cabinet, the Assistant Vice Chancellor for Information Technology, the Director of Police and Parking Services, the Director of the Student Union, and the listserv manager. The Office of the Director of the Student Union coordinates email messages to all currently enrolled students.

To inquire about the creation of additional mailing lists, contact Information Technology Services.

General Guidelines for Email List Postings

Messages should use a descriptive subject line.

Messages should be concise and attachments should be avoided.

Large documents and/or complex graphics should be made available via the Web and a message with a summary and a link to the associated web page can be posted.

E-mail messages may not be used to advertise or solicit commercial activities or services unless those activities or services directly support campus functions and are sanctioned by the University. E-mail messages regarding other types of commercial activities may be allowed if such advertising is in the best interests of the University, is sponsored by a department or campus organization, and is approved by the Chancellor.

Repetitive email messages, commonly called “spam,” are not allowed.

Use of mailing lists to campaign on behalf of candidates for election to public offices is prohibited.

Content subject to trademark, copyright, or other proprietary rights except with the express consent of the owner of the rights is prohibited.

Personal attacks on colleagues that are personally or professionally hurtful are prohibited. Anyone who believes he/she has been so attacked can notify the Assistant Vice Chancellor for Information Technology in writing.

All defamatory, abusive, profane, threatening, offensive, or illegal materials are prohibited.

All email messages should comply with relevant federal and state laws and with University regulations and policies.

Enforcement of Mailing List Guidelines

List postings are monitored by the Assistant Vice Chancellor for Information Technology, who may remove from the list any users who do not comply with the General Guidelines for Email List Postings or may recommend disciplinary action to a list member's supervisor.

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