



**Effective:** *March, 2002*  
**Last Revised:** *November 27, 2017*

**Responsible University Office:**  
*Information Technology Services*

**Responsible University Administrator:**  
*Chief Information Officer*

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## Managed Email Distribution List Policy

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### Scope

The policy applies to all employees, temporary employees, students, contractors, and consultants.

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### Policy Statement

For mass e-mail postings, two types of mailing lists are available: voluntary and involuntary.

Membership of [employees@list.unk.edu](mailto: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](mailto: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](mailto: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. Any member of the voluntary list, [announce@unk.edu](mailto:announce@unk.edu), may post a message to the list.

The capability to send an email message to all faculty is available via [faculty@list.unk.edu](mailto:faculty@list.unk.edu). Any member may post a message to the 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 Dean of Students, 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.

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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## Reason for 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, mailing lists are available. This policy defines the types of mailing lists and the appropriate use of the mailing lists.

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.

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

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## Definitions

*Employee* refers to faculty, staff, students, independent contractors and other persons whose conduct in the performance of work at UNK is under the direct control of UNK, whether or not they are paid by UNK.

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## Related Information

[Guidelines for the Use of Information Technology Resources at the University of Nebraska at Kearney](#)

[Responsible Use of University Computers and Information Systems \(Executive Memorandum No. 16\)](#)

[Guidelines for Posting to Managed Email Distribution Lists](#)

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## History

Initiated in March, 2002

Student listserv added in November, 2013

Reviewed and reformatted – February, 2016

Updated November, 2017 – Responsible University Administrator changed from  
Assistant Vice Chancellor-IT to Chief Information Officer