

Policy 4-10: Email Lists

This policy governs the creation, use, and maintenance of email listservs in the College of Architecture + Planning.

1. Creation

Requests for new listservs will be made through the IT work ticketing system operated by the college administrative staff. Requests need to include the proposed name for the listserv, the list's purpose, and a statement about the list's likely use over time. All requests will be reviewed by the Associate Dean of Academic Affairs before the requested list is created.

2. Use

The IT director will, on a regular basis and not less than once a year, distribute to college staff and faculty a list of listservs currently maintained by the college. Included with that distribution will be instructions on how to determine the content of each list.

The college faculty and staff will be directed to use the available listservs when engaging in regular communications with people associated with each listserv group. For example, emails directed at college staff should be sent via cap-staff@lists.utah.edu, not by individual addresses. This will guard against individuals being inadvertently excluded from important communications.

Users of college listservs will, to the fullest extent possible, send messages using their campus email account (XXXX@arch.utah.edu or XXXX@utah.edu), not from personal, off-campus accounts. Messages sent from non-university email accounts have to be reviewed and manually approved by IT staff before being sent to list recipients, thereby increasing IT staff workloads. Messages sent from university accounts do not require the same level of monitoring.

The use of college and university email is further limited by Utah Code 20A-11-1205, which states that "a person may not send an email using the email of a public entity, for a political purpose or to advocate for or against a ballot proposition."

3. Maintenance

Student Lists: All student listservs will be updated each fall and spring semesters. The administrators from each department/division/program will work with the IT director to facilitate the proper format of student data to ensure this updating process occurs smoothly. Unless otherwise agreed, updates for spring semester will occur the last business day before the first day of classes; for fall semester, updates will occur on July 1 (SoA and MDD) and August 15 (CMP), or the closest business day to those dates.

Faculty Lists: The lists named "faculty" shall include all members of the tenure-line and career-line faculty of the unit associated with the lists (program, division, department, or college). The lists named "auxiliary," "adjunct," or abbreviations of those terms shall include all persons appointed as members of the adjunct faculty of the unit associated with the lists. The chairs of each department/division/program will regularly review faculty lists for their unit to ensure the lists are current and accurate.

Other Lists: At least once a year, the IT Director and Associate Dean will review all other lists.

Updating Process: Other than the regularly scheduled updates to student lists, noted above, alterations to the content of listservs shall be made using IT work ticketing system operated by the college administrative staff.

4. Responsibility

The creation, maintenance, and oversight of the use of college email lists will be the responsibility of the IT director, with assistance from the marketing director and Associate Dean of Academic Affairs.