

## Email Mass Distribution

**Date:** March 1, 2007

**Number:** 3.200

**Status:** Final

### **Contact Office:**

Assistant Dean for Administration  
PO Box 800793  
Charlottesville, VA 22963  
Phone: 434-924-9224  
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### **Oversight Executive:**

Senior Associate Dean for Finance and Administration  
School of Medicine  
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Charlottesville, VA 22908  
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### **Applies to:**

Any individual who wishes to send a mass email to faculty and/or staff in the School of Medicine.

### **Reason for Policy:**

While email can be an efficient method of communication, it can be viewed as an irritating intrusion if it is not used carefully and conscientiously. This policy helps to ensure that mass distribution of email is used only when it has an impact on nearly every employee in the School of Medicine.

### **Policy Statement:**

The dean's office will review requests for mass distribution to School of Medicine faculty and/or classified staff. An approved message will refer to a mission-related event or circumstance that will have an impact on nearly every faculty member and/or staff member. Examples include notices of disruption of parking, information regarding a major disaster, requests to participate in the Combined Virginia Campaign, notices of general faculty meetings, or invitations to special school-wide events.

The dean's office will not approve mass distribution of messages regarding individual seminars, courses, workshops, etc. These should be handled by the sponsoring entities through their regular distribution channels. In general, these activities have a limited, not School-wide, audience. The dean's office may approve monthly or once-a-semester distribution of series information, for example the Health Sciences Library's offering of fall semester workshops.

**Procedures:**

Individuals wishing to request mass email distribution should forward the message for distribution to the assistant dean for administration. He or she will notify the individual whether or not the request is approved. If the request is for distribution to all faculty and staff, the requestor may forward the email stating approval to the Help Desk, which, in turn, will distribute the message.

If the request is for distribution to faculty, the assistant dean for administration will distribute the message.

**Related Policy:**

Mass Electronic Mailings Policy

<https://etg07.itc.virginia.edu/policy/policydisplay?id=IRM-006>

Health System Mass Email

[https://www.healthsystem.virginia.edu/intranet/computing/procedures/mass\\_maili  
ng.cfm](https://www.healthsystem.virginia.edu/intranet/computing/procedures/mass_maili<br/>ng.cfm)

**Next Scheduled Review:** February 2010

**Revision history:** This is the first version of this policy.