

**SUBJECT:** COHS All Faculty Email Process

**DATE:** July 2018

**PURPOSE:** To provide specific instruction on sending out all COHS FACULTY emails from all departments.

**REVIEW:** The policy will be reviewed when changes are made to the process within the College.

#### **POLICY**

There are times when information departments or other entities wish to communicate information to all faculty members in the college. However, because the faculty email list is a convenient way to communicate with faculty members easily, there is the possibility of overuse or misuse. Therefore, any email requests that are intended for ALL COHS FACULTY must first be approved by the Associate Dean for Faculty Development and Academics.

#### **PROCEDURE**

Any person or entity that wishes to communicate information to the entire college faculty group must first have the communication approved by the Associate Dean for Faculty Development and Academics. Once the message is approved, the message and the approval will then be forwarded to the Director of Technology Services who will transmit the information.