

STOCKTON UNIVERSITY

PROCEDURE

DISSEMINATE MESSAGES TO THE

Announces major campus events (e.g., Convocation, Commencement, Faculty Assemblies, athletic championships);

Alerts the campus community of key processes, procedures and deadlines from Human Resources, Facilities and Operations, and Information Technology Services;

Communicates important information from the President, Provost, or other University senior leadership.

Absent prior approval, faculty, staff and students may not send unwanted or unsolicited mass email to University email directories. Faculty, staff and students have numerous communication channels and tools that enable the flow of information between teams, departments, organizations, clubs and other groups, which individuals are encouraged to use before resorting to a mass, all

Approval of a mass email message may take up to three (3) working days to be approved before being delivered to the intended community. If time sensitive material is being distributed, please contact your divisional executive to request an expedited approval process.

