

G-027 EMAIL

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Southwest Minnesota State University Policy Email

E-mail has become an essential tool for members of the University community to communicate with both external and internal constituencies in performing their various duties and responsibilities. E-mail systems provide many efficiencies over previous communications methods.

In today's workplace, e-mail systems also serve as a tool that is used in the same manner as "branded letterhead" was in the not too distant past. E-mail addresses are used to identify persons' workplace and thus denote needed professionalism. E-mail systems can be utilized to support the archiving and "backing up" of materials in a way similar to paper copies being maintained of written communications in file drawers. Enterprise e-mail systems also provide a level of security through the application of information security services across the enterprise.

It is within this context, that it is essential that the SMSU community, including full-time employees, student employees (e.g., student workers, Graduate Assistants) and part-time employees (e.g., Adjunct Faculty) utilize their University provided e-mail address for any University related communications. Thus, SMSU employees, including student employees, shall utilize their SMSU provided e-mail address for all University related functions that involve e-mail communications. Also, University affiliated clubs and organizations shall utilize their University provided e-mail address for any e-mail communications. University e-mail addresses shall also be utilized in any SMSU related promotional materials or publications.

A non-exhaustive list of these University related functions requiring use of SMSU e-mail addresses is provided below:

- Communications with students
- Communications with other employees
- Communications with non-SMSU personnel
- Club and organization communications
- Promotional materials or publications

Notwithstanding the above, employees are not required to use their SMSU e-mail accounts for e-mail communications with other employees for communications pertaining to internal bargaining unit or inter-bargaining unit business.

Any exceptions to this policy must receive prior authorization from the Chief Information Officer.