



Policy AD010: Email Distribution Policy

Recommended for Approval by: James Geiger

James Geiger, Vice President for University Advancement

Approved by: Dr. Dale-Elizabeth Pehrsson
Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/24/2023

A. Intent

This policy is to ensure consistency and accuracy of messaging from PennWest divisions to email distribution lists for employees and students.

B. Definition(s)

C. Policy

Approved Accounts

Accounts for the following departments and offices have been approved by executive leadership to have general email addresses with access to appropriate distribution lists:

- Office of the President: All faculty, all staff, all students
President@Pennwest.edu
- Office of Communications: All faculty, all staff, all students
Communications@pennwest.edu
- Office of Information Technology Services: All faculty, all staff, all students
IT@pennwest.edu
- Office of the Provost/Academic Affairs: All faculty, all students
AcademicAffairs@pennwest.edu
- Office of Student Affairs and Institutional Effectiveness: All students
Students@pennwest.edu
- Office of Human Resources: All faculty, all staff
HR@pennwest.edu

- Office of Finance: All faculty, all staff
Finance@pennwest.edu
- Campus Police: All faculty, all staff, all students
Safety@pennwest.edu
- DEI/Title IX: all faculty, all staff, all students
DEI@pennwest.edu
- Global Online: all faculty, all staff, all students
Globalonline@pennwest.edu

The division vice president should email communications@pennwest.edu with the names of individuals who should have permission to send from their account and the groups (faculty, staff, students) and campuses (all PennWest or campus-specific) they should be granted access to email.

All policies of the University will be in conformity with all applicable Federal and Pennsylvania statutes and regulations. All policies need to be consistent with Board of Governors policies and Pennsylvania State System of Higher Education collective bargaining agreements.

D. Procedure(s)

Email Distribution Approval

Emails from these accounts to employees within the division can be sent with approval by the division lead, who is responsible for their content and for ensuring replies to emails are addressed. When appropriate, division vice presidents may send emails from their individual accounts to employees within their division. In these circumstances, consider sending a draft to the Office of Communications for review. Emails to students or to employees outside the division must be sent to the [Office of Communications](#) for review.

It is the role of the Office of Communications to ensure clarity and accuracy, to advise on the best method of communication and to manage the timing of messages across PennWest.

Communications is available to review emails at any level for accuracy, clarity, and alignment with university messaging.

E. Contact Information

Communications@pennwest.edu

F. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.