



IT/PPS 04.01.01, E-Mail Distribution via Conscribed Lists  
Issue No. 2  
Effective Date 08/01/2006  
Reviewer: Executive Assistant

## **01. PURPOSE**

The purpose of this Policy and Procedure Statement (PPS) is to establish and implement written internal procedures for the distribution of mass e-mails via conscribed e-mail lists.

## **02. DEFINITIONS**

- 02.01 E-mail is the format by which we send messages.
- 02.02 Messages are the text contained in the e-mail.
- 02.03 Conscribed e-mail lists refer to continually updated large-scale distribution lists which are specific to a group of individuals who share the same relationship to the University.
- 02.04 Designee is the person who is authorized and charged with the responsibility to act on behalf of a higher authority. The Executive Assistant is the Vice President's designee for approval of messages.

## **03 GUIDELINES and PROCEDURE**

- 03.01 Messages must be prepared in HTML, Arial 10, and contain no graphics or attachments.
- 03.02 Message must include which distribution list(s) to utilize. Lists currently in use by the IT Division include:
  - All Students
  - All Faculty
  - All Staff
  - All Account Managers
  - All Department Heads
  - All Administrative Support to Department Heads
  - All Staff in the IT Division

Other specialized student lists are available for use; however, justification to utilize such lists must be submitted to and approved by in advance by the Vice President for Information Technology or his designee. Specialized student lists include:

- Students by Classification
- Students by Ethnicity
- Students by College
- Round Rock Higher Education Center (RRHEC) Students
- Residence Hall Students
- Local Commuter Students
- Distant Commuter Students

03.03 E-mails must be approved by the appropriate Director, Assistant Vice President (AVP), or their designee prior to forwarding to VPIT Office.

03.04 E-mails received by noon will be sent out the same day.  
See Attachment A, "Conscribed E-Mail Checklist," for a comprehensive list of best practices.

03.05 Once the Vice President or his designee has approved the e-mail, it will be sent.

#### **04. RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

04.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Executive Assistant	All	Annually

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Vice President for  
Information Technology