

**ELIZABETH CITY STATE UNIVERSITY**  
**Mass Email Policy**

**I. Purpose**

The purpose of this policy is address concerns from the campus community about an excess of emails sent to the faculty/staff and student populations and in an effort to continue to strengthen internal communications policies and procedures.

**II. Scope**

This policy applies to all personnel who include full time regular, temporary and part-time employees, full-time and part-time students, and all other authorized users of the University email system.

**III. Policy**

**A. Definition of Mass Emails**

Mass emails are defined as a single email sent to all faculty/staff and/or students

**B. Process and rules for All Mass Emails**

1. Mass emails to the entire body of ECSU faculty and staff and students will be employed only to inform the campus community of the following:
  - a) Emergency and/or breaking news that directly affects the well-being of members of the campus community. This includes matters of public safety; immediate threats to IT security; and time-sensitive property, facility or traffic updates; inclement weather warnings that may lead to cancellation/delay of classes or work schedules; building/property closures; or a need for personal safety precautions due to weather or other conditions; and
  - b) Direct messages from the Chancellor, Provost, Vice Chancellors (or their designees); or urgent matters of Human Resources, University Police, Environmental Health & Safety; or General Counsel significance.
2. Any emails intended for distribution to the entire faculty/staff and/or student body require the express permission of the division's Cabinet representative and the Office of University Relations.
3. There are sub-groups that are not subject to these distribution restrictions as regards to emails that are directly about university business, which include those sent to students enrolled in a specific class, faculty and staff in a specific department or office, and members of specific student or employee organizations or committees (such as Faculty Senate or Staff Senate). The person(s) in authority

in the group shall determine what messages are appropriate for distribution within that group, but only within that group. "All undergraduate students" or "all faculty members" are examples of broad classifications, not specific groups, and are not exempt.