

Deans Guideline: Appropriate Use of Employee Email Groups

Use of everyone@oakton.edu

The everyone@oakton.edu mailing list reaches all full and part-time faculty members, and all staff and administrators at Oakton. This list does not have an 'opt out' option, as it is designed to conduct and communicate important college business.

Authority to post messages to the everyone@oakton.edu list will be limited to selected personnel in the following areas:

- President's Office
- Academic Affairs
- Student Affairs
- President's Council
- Campus Police
- Human Resources
- Payroll
- Physical Plant
- Health Services
- Information Technology
- College Relations

This list may be revised at the discretion of the President.

Guidelines for use of the mailing lists follow:

- If the communication is from the President's office, then an 'everyone' email is appropriate.
- If the information is something the college community needs to know to conduct our business (for example, how to record information on a timesheet, a building exit will be closed, email service will be down tonight, Clery Act communications) – then an 'everyone' email is appropriate. This would also apply to most emails related to things like strategic planning, accreditation, or other important college wide work
- If the information is something that is nice to know (for example, service learning days, lectures and events, retirement parties, art showings, performing arts center auditions or performances, student club sales and projects, speakers, celebrations and observances, bereavements) – these belong in the eNews, OaktonMatters, or other general communications vehicle that supplants them in the future.

If you have a communication that you feel should be communicated through the everyone@oakton.edu list, and you are not a designated user, please forward to your appropriate administrator.

Please note: the everyone@oakton.edu list is a union of the 3 sub-lists: faculty@oakton.edu, staff@oakton.edu and administrators@oakton.edu. If your communication does not meet the criteria for the everyone@oakton.edu list, it should not be sent separately to the individual sub-lists.

Use of faculty@oakton.edu and ftfaculty@oakton.edu

The faculty@oakton.edu (which includes all full-time and part-time faculty) and ftfaculty@oakton.edu (which includes only full-time faculty) mailing lists are used to communicate important information for faculty use. While their primary use is to conduct business with the faculty, these lists may also be used for academic discussions. Communications to the faculty lists, like any communication at the college, are expected to follow all college guidelines of respect and consideration, including policy 1100 Nondiscrimination, policy 1101 Harassment, policy 1102 Sexual Misconduct, and policy 1107 Responsible Use of Information Technology. These policies can be found in the R: in the “share,” “public,” “President’s Office” area.

Objections of Misuse

Any individual may register an objection concerning an email sent to the faculty@oakton.edu or ftfaculty@oakton.edu mailing list. Complaints/concerns may be sent directly to HR, to the Assistant Vice President for Student Affairs/Dean of Access, Equity & Diversity, to the Title IX office (titleix@oakton.edu), or the individual’s dean.

Procedures for Review of Objections

A panel (composed of an Academic Dean, the Assistant Vice President for Student Affairs/Dean of Access, Equity & Diversity, and representatives from HR, OCCFA, and AFA) will determine if a violation has occurred. Some violations may fall under the policies named above and may require investigations by HR and/or the Office of Access, Equity and Diversity. Other violations may remain under the auspices of the dean. In the latter case:

1. An email is sent to the faculty member by their dean, with education about the guidelines.
2. If the faculty member continues to misuse the mass email list by sending out a second inappropriate email within 2 years, the faculty member’s dean will speak with the faculty member about the appropriate use of the mass emails and outline the consequences of further misuse.
3. If the faculty member misuses the mass emails a third time within 2 years, and the faculty member’s dean agrees, then this person’s use of the mass email lists will be restricted for a period of 3 years. This will be communicated by the dean. Any

emails the faculty member wishes to send to the large groups must go through the dean. The dean has discretion and may choose to allow a final warning.

4. If a faculty member has email use restricted as in step three a second time, then in consultation with the dean, the faculty member will have their mass email use restricted for the rest of their time at the college.

Appeal Process

The faculty member may appeal the decision to the Vice President for Academic Affairs, whose decision will be final.

A Note about Email Etiquette:

When responding to email from a mailing list remember to use 'reply all' cautiously. Only use 'reply all' when all recipients of the original email need to hear your response. As a general rule, the simple 'reply' function, which responds just to the original sender, will be the appropriate response. For example, if the faculty list receives an email encouraging faculty to allow an advisor to come to your classroom and speak, you should carefully click 'reply' just to the original sender. The rest of the faculty group do not need to know you want the advisor this Thursday at 9 a.m.