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Policy Information

Effective Date:
October 25, 2004
Policy Number:
CIO-200
Responsible Unit:
Office of the Chief Information Officer

Definitions

"Official University e-mail account" is an account in which the address ends with "Arizona.edu." This allows employees to retain and utilize departmental or college addresses.

Policy

University Use of E-mail

E-mail is a valid mechanism for official communication within the University of Arizona. Official e-mail communications are intended to meet the academic and administrative needs of the campus community and may be used to communicate to employees regarding official business that is critical to the operation and function of the institution.

Unit heads may utilize or authorize e-mail to send mass mailings to employees within their unit. All other mass mailings of e-mail are prohibited, unless approved by the Executive Office of the President.

Official University E-mail Accounts

Unless exempted by their unit head, all University employees are expected to have an official University e-mail account. An official University e-mail account is one in which the address ends with "Arizona.edu". This allows employees to retain and utilize departmental or college addresses.

The address of the official e-mail account will be included in a centrally maintained database

accessible to employees so authorized. Each unit is responsible to ensure that its employees' addresses are current.

E-mail addresses will be included in the UA phone directory unless the employee requests otherwise.

Expectations about Employee Use of E-mail

Employees are expected to check their e-mail on a regular basis in order to stay current with University-related communications. Unit heads that have exempted employees from the requirement of having an official e-mail account must make arrangements for alternative methods of access to official communications.

Redirecting of E-mail

If employees choose to redirect their e-mail from their official University account to an off-campus e-mail account, they do so at their own initiative and risk. The University will not be responsible for the handling of e-mail by non-UA providers. Having e-mail redirected does not absolve employees from the responsibilities associated with official communications sent to their University account.

Related Information*

See UA Electronic Mail Policy [1] for additional information.

Source URL:
http://policy.web.arizona.edu/information-technology/use-e-mail-official-correspondence-employees

Links
[1] http://policy.arizona.edu/information-technology/university-arizona-electronic-mail-policy