01. **POLICY STATEMENT**

01.01 The Finance and Support Services Division (FSS) at Texas State University (Texas State) is committed to supporting the educational mission of the institution through efficient information technology availability and support. The following procedure contributes to the fulfillment of this policy.

02. ** ELECTRONIC CONSCRIBED LISTS**

02.01 The Division of Information Technology maintains the distribution lists specifications for the following:
- All Students
- Current Students (enrolled)
- Students by Classification
- Students by Ethnicity
- Students by College
- Residence Hall Students
- Local Commuter Students (San Marcos)
- Distant Commuter Students (non-San Marcos)
- RRHEC Students (students attending RR campus)
- All Faculty
- All Staff
- All Account Managers
- All Department Heads
- Administrative Support to Department Heads
- All Grants PIs

02.02 It is agreed that there is information from FSS departments that should be distributed to the Texas State community; however, there are guidelines that should be used to determine if a message should be distributed.

02.03 To streamline the email process, each department will be responsible for drafting the email announcement. Emails must be approved by the appropriate Director or Associate Vice President or their designee prior to forwarding to the Executive Assistant in VPFSS Office.
The targeted audience, hyperlinks, details (dates, days of week, times, etc...) and contact information should be verified prior to be submission to the VPFSS Office.

The following text footer should be included in each message sent to a conscribed list: "This message was sent to all members of a conscribed mailing list established and maintained by Texas State University. Your inclusion in this list results from your relationship and status with the University and is not optional. Texas State University is a member of The Texas State University System."

Electronic mail messages will be approved according to the following:

- Category I - Information that is of vital importance to the university or information that is mandated for distribution (i.e. power outages, street closures, deadlines, human resources, budget, auxiliary or financial services related issues)
- Category II - Major departmental/division events open to the entire university community, particularly those events where the community cannot easily access the information. (Fairs, forums, retirement receptions, etc &)

The following types of electronic mail messages are not permissible

- Messages that promote or announce results of individual department events.
- Messages that promote the commercial or personal interests of a department or staff member. (Lost Cat, Roommate needed, House for Sale)

The desired message should be sent electronically to the Vice President for Finance and Support Services and the Executive Assistant for approval at least one week in advance for general announcements. The Vice President for Finance and Support Services will have final approval of distribution of all electronic messages. For emails that need to be disseminated immediately, please contact the VPFSS office staff after the draft email has been sent to the VPFSS Office.

Once the Vice President for Finance and Support Services has approved the email, it will be sent.

Questions about electronic mail message distribution should be directed to the VPFSS office, 245-2244.

03. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>Review</td>
<td>September (E2Y)</td>
</tr>
</tbody>
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04. CERTIFICATION OF STATEMENT
This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Executive Assistant, Reviewer

Vice President for Finance and Support Services

Approved: 

Reviewer

Approved:

Vice President for Finance and Support Services