01. POLICY STATEMENT

01.01 Texas State University 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. TEXAS STATE AND STUDENT AFFAIRS ELECTRONIC DISTRIBUTION LISTS

02.01 Division of Information Technology maintains distribution lists for several categories such as faculty, staff, students, account managers, students living in Residence Halls and deans/directors. In addition, Technology Resources manages a web-based utility, Email List Management, available to all faculty and staff. The VPSA Office maintains a distribution list of all Student Affairs employees.

02.02 There is information from Student Affairs 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 to the entire Texas State community.

02.03 Each department director is responsible for sending out the requested email announcement to the VPSA office. The content of the message may contain a link to a more detailed website. The desired message and distribution list (students, staff, faculty, Student Affairs staff) should be sent electronically to vpsa@txstate.edu for approval at least five working days in advance for general announcements. The Executive Assistant will review and approve the message.
02.04 Electronic mail messages will be approved according to the following:

a. Category I – Information that is of vital importance to the university or information that is mandated for distribution. (i.e., health warnings, campus crime data, religious holidays, etc.)

b. Category II – Major departmental/division events open to the entire university community, particularly those events where the community cannot easily access the information. (i.e. Job Fair, Diversity Month)

02.05 The following types of electronic mail messages are generally not permissible. Questions about electronic mail message distribution should be directed to the VPSA office, 512.245.2152.

a. Messages that promote or announce results of individual department events.

b. Messages that promote the commercial or personal interests of a department or staff member. (Charitable events, Lost cat, Roommate needed, House for sale)

c. Reminder email messages, unless approval is granted by the Vice President for Student Affairs.

03. DEPARTMENT ELECTRONIC DISTRIBUTION LISTS

03.01 Due to maintenance, the university maintains a limited number of conscribed electronic distribution lists. The university lists may not meet the specific needs of a department.

03.02 For university business, departments may create and distribute their own electronic distribution lists if they meet the following criteria:

a. The format of the email message is consistent with the university’s format of electronic distribution list email messages (i.e. embedded links to websites with more detailed information are encouraged).

b. The list consists of less than 400 addressees.

c. The message contains the appropriate Texas State University System statements.

d. The list should be comprised of Texas State email accounts when applicable.
03.03 Any distribution list that does not meet the criteria should be approved by the VPSA office before information is sent to the recipients.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS SA/PPS

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

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<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Date</th>
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<tr>
<td>Information Technology Team</td>
<td>Review</td>
<td>E2Y</td>
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05. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded.

VPSA Office Executive Assistant, Reviewer of this SA/PPS

VPSA Office Supervisor, System Services, Reviewer of this SA/PPS

VPSA Office Systems Support Analyst, Reviewer of this SA/PPS

Vice President for Student Affairs, Reviewer of this SA/PPS