01. PURPOSE
The purpose of this Policy and Procedure Statement (PPS) is to establish and implement written internal procedures for the distribution of mass e-mails via conscribed e-mail lists.

02. DEFINITIONS
02.01 E-mail is the format by which we send messages.
02.02 Messages are the text contained in the e-mail.
02.03 Conscribed e-mail lists refer to continually updated large-scale distribution lists which are specific to a group of individuals who share the same relationship to the University.
02.04 Designee is the person who is authorized and charged with the responsibility to act on behalf of a higher authority. The Executive Assistant is the Vice President’s designee for approval of messages.

03 GUIDELINES and PROCEDURE
03.01 Messages must contain no attachments.
03.02 Message must include which distribution list(s) to utilize. Lists currently in use by the IT Division include:

- All Students
- All Faculty
- All Staff
- All Account Managers
- All Department Heads
- All Administrative Support to Department Heads
- All Staff in the IT Division

Other specialized student lists are available for use; however, justification to utilize such lists must be submitted to and approved by in advance by the Vice President for Information Technology or his designee. Specialized student lists include:

- Students by Classification
• Students by Ethnicity
• Students by College
• Round Rock Higher Education Center (RRHEC) Students
• Residence Hall Students
• Local Commuter Students
• Distant Commuter Students

03.03 E-mails must be approved by the appropriate Director, Assistant Vice President (AVP), or their designee prior to forwarding to VPIT Office.
03.04 E-mails received by noon will be sent out the same day.
03.05 See Attachment A, “Conscribed E-Mail Checklist,” for a comprehensive list of best practices.
03.06 Once the Vice President or his designee has approved the e-mail, it will be sent.

04. RESPONSIBILITIES ASSOCIATED WITH THIS PPS

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>All</td>
<td>Annually</td>
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</tbody>
</table>

Approved: ___________________________
Reviewer

Approved: ___________________________
Vice President for Information Technology