



University Administrative
 Policies Policy Name: **Email
 Communication Policy**
 Web Link: www.salemstate.edu/policies

Responsible Office: Information Technology Services Responsible Official: Chief Information Officer	Originator of the Policy: Chief Information Officer Origination Date: 10/7/2009	Effective Date: Revision History: June 9, 2015 August 17, 2016
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1. RATIONALE

The purpose of the email communication standard is to establish Salem State email as an official mode of university communication with and between trustees, administrators, faculty, staff and students.

2. STATEMENT OF POLICY

All members of the Salem State community are provided with a university email account and are required to use their Salem State email account for all university business communication including mail between trustees, administrators, faculty, staff and students. Under no circumstance should personal email accounts be used for university business.

Excepting personal, minimal usage, Salem State's computing and electronic communication resources are the property of the university and shall only be used for legitimate instructional, research, administrative, public service, and approved contract purposes.

Salem State email accounts of trustees, administrators, staff and full time faculty will be suspended upon separation from the university whether voluntary or involuntary.

Salem State email accounts of adjunct faculty and students will be suspended after 18 months of inactivity as a member of the Salem State community. Specifically,

email accounts of adjunct faculty will be suspended when the faculty has not taught a course for 3 terms; email accounts of students will be suspended when the student has not been registered for a class for 3 terms.

Upon suspension of email accounts an automated reply will be set up with an appropriate message, including appropriate forwarding information if desired.

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	N/A	N/A
Ongoing	N/A	N/A

3. SCOPE

This policy applies to trustees, administrators, faculty, staff and students.

4. FISCAL CONSIDERATIONS N/A

5. POLICY ENFORCEMENT

Violation(s)	It shall be a violation of this policy to use email inconsistent herewith.
Potential consequences	Appropriate discipline
How to report	Contact the Chief Information Officer

6. REFERENCE DOCUMENTS

Policy or Document	Web Address

7. CONTACT(S)

Subject	Office or Position	Telephone	Email
Policy Clarification	Chief Information Officer	978-542-6446	painsworth@salemstate.edu

8. EFFECTIVE DATE

Upon approval by President

9. DISSEMINATION

Electronic to faculty and staff

10. REVIEW CYCLE

Initial review after 12 months