

PURPOSE

This policy covers who is authorized to send email announcements to all employees. It does not address emails to students or employee groups (e.g., Faculty, Committees, or DepartmentGroups). The purpose of this policy is to limit the sending of mass emails to those messages with pertinent information of interest to all employees.

PERSONS AUTHORIZED TO SEND MASS EMAILS

The following positions (or their designee) are authorized to send all-employee emails:

- President
- Vice President, Administrative Services
- Vice President, Provost, Academic Affairs and Student Services
- Vice President, Development and the Foundation
- Vice President, Workforce Development
- Associate Vice President, Human Resources
- Division Director, Information Technology Services
- Director, Purchasing
- Director, Student Enrollment Services
- Director, Marketing
- Registrar
- Campus Police

Anyone with a message they would like sent to all employees should contact one of the persons listed above to request that their message be sent.

CRITERIA FOR MASS EMAILS

All-employee emails must meet the following criteria:

- The information must be related to Temple College business or a Temple College event.
- The information must be significant or important to all employees.
- The message should be short (1-2 paragraphs is recommended).
- The message should use shared links in lieu of attachments when possible. If attachments must be included, they shall be no larger than 5 MB.

CONTENT

The following types of messages are appropriate for all-employee emails:

- Urgent messages (emergencies and security matters)
- Important informational messages related to the operation of the College
- Time-sensitive official communications from the College administration

ALTERNATIVES TO ALL-EMPLOYEE EMAILS

The following can be considered as alternatives to all-employee emails:

1. The [Temple College Calendar](#) is the appropriate place for announcements of events. If your department needs access to submit calendar items, contact Information Technology Services.
2. Social media accounts also can be helpful in promoting events. Write marketing@templejc.edu to requests posts on the college's main social media accounts.
3. Posters/flyers can also help promote events. Write marketing@templejc.edu if you need help creating a poster or flyer.