





- (3) Administrative announcements of campus-wide importance that are time critical.
- (4) Major announcements: major events such as the naming of a new president, vice-president, provost or dean; and major sports announcements such as NCAA tournament appearances.
- (G) All mass e-mail messages shall be signed with the name of the department sending the e-mail, and preferably the name of the author. Contact information shall be included in the e-mail for responding to questions.

**Policy Name:** Mass e-mail messages.

**Policy Number:** 3344-7-07

**Board Approved:** 5/20/2014

**Effective:** 6/2/2014

**Replaces:** N/A

**Prior effective dates:** N/A