
Electronic Mailing Lists Procedures and Guidelines

The purpose of this document is to outline and establish consistent guidelines for the use of the Lander University e-mail list server.

The purpose of Lander University's e-mail list server is to provide list serve services to faculty, staff, and university sponsored organizations for conducting university business. This type of service allows the faculty and staff of Lander University to conduct collaborative work efforts and share information with multiple students, coworkers, and colleagues through the ability of addressing e-mail messages to a single list serve address.

Creation of Lists

Lists can be created for individual faculty or staff members, and university sponsored organizations, at the request of the organization's sponsor. The employee requesting a list will become the administrator for the requested list.

Lists will only be created after the requesting employee has completed an introductory session on how to administer and maintain the respective mailing list.

Deletion of Lists

The list administrator is responsible for notifying ITS when the list is no longer needed.

Password Administration

Each mailing list has an administrative password. The list administrator will be provided the default password at the time of creation. The list administrator should change this password every 365 days.

List Administration

Administration of each mailing list is solely the responsibility of the administrator of the list. The list administrator is expected to maintain their requested list in an appropriate fashion and to understand the consequences of various configuration settings. ITS will review, recommend, and explain configuration settings at the request of the list administrator. ITS will not make list administration changes for a list beyond the initial configuration. After appropriate training the list administrator maintains and assumes responsibility for errors in configuration of the individual list.

Membership on Mailing Lists

The use of university maintained mailing lists should be restricted to official university business. Currently, Lander maintains lists for students, faculty and staff, and alumni. These lists will be for the distribution of official communications, unless approved by the President or a Vice-President. These lists require mandatory participation by all faculty and/or staff employees and students.

Lists may be created for faculty in support of classroom activities, such as for a particular class or class section. In the event of these types of lists, the professor will decide if list participation is mandatory for the class.

All other mailing lists must be based on voluntary membership. The list administrator is responsible for administering and maintaining the list, and to ensure that members of the list agree to participate in the list. Upon request, the list maintainer must remove any individual from the list. The list administrator must provide all communication on the list information regarding unsubscribing from the list.

*NOTE – ITS personnel will not subscribe and unsubscribe members to a list. This is the responsibility of the list administrator.

Prohibited Uses

Since they originate at Lander and carry the Lander name, the correspondence on these lists must adhere to Lander's Technology Acceptable Use policy.

The Lander University Mail systems are not to be used for the following:

- Personal gain
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- Solicitations for contributions for non-University sponsored entities
- "Get rich quick or pyramid schemes"
- Deliberate acts associated with denying, interfering with or disrupting service of Lander's e-mail service or that of any other agency.
- Attempts to perform mass mailings to the entire campus (or a large subset of the campus) of a non-official nature, which has a negative impact on the daily operation of the University.
- Any unlawful activity.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel you are receiving e-mail of this nature, report any and all occurrences to ITS at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing e-mail; this will help locate the individual who is harassing them.

Official Listserves

Faculty - Staff Mailing List (faculty_staff@list.lander.edu)

This Mailing list is intended, solely, for the distribution of information to Lander University faculty and staff members. This list will be utilized to distribute pertinent employee notices, and other information applicable to Lander University Faculty and Staff members. Whenever you receive messages from this list, please read them carefully. Some messages may require action on your part.

Membership to this mailing list is restricted to permanent, full-time faculty and staff members of Lander University. Membership on this mailing list is mandatory for those individuals with Lander University email accounts. If you require membership on this list, please send an email to owner-faculty_staff@lists.lander.edu and include your full name and department to facilitate employment status verification.

If you have cause to send messages to this list, you should ensure that the content is suitable for the list. Consult with your Department Head prior to submission concerning the appropriateness of your message. Messages sent to the listserv must be less than 1MB in size. Attachments are allowed but must be 1MB or less. Members of the lists can post messages without approval. Messages sent by a non-member must be approved by the moderator.

List Moderator: Traci Talley, Budget Office

Student Mailing List (student@list.lander.edu)

This Mailing list is intended, solely, for the distribution of information to Lander University students. This list will be utilized to distribute pertinent student information, and other information applicable to Lander University students. Whenever you receive messages from this list, please read them carefully. Some messages may require action on your part.

Membership to this mailing list is restricted to current students of Lander University. Membership on this mailing list is mandatory.

If you have cause to send messages to this list, you should ensure that the content is suitable for the list. Messages sent to the student listserv must be less than 500 Kilobytes (500K) in size and cannot contain file attachments. The student listserv is a moderated list, and all messages go through an approval process by the moderator.

List Moderator: Pam Bartley, Office of Student Affairs

Alumni Mailing List (alumni@list.lander.edu)

This Mailing list is intended, solely, for the distribution of information to Lander University Alumni.

Membership to this mailing list is restricted to Lander University Alumni. Membership on this mailing list is voluntary. If you qualify as a Lander University Alumni and would like to become a member on this list, please send an email to Debbie Dill (ddill@lander.edu) and include your full name, year of graduation, and email address.

Messages sent to the alumni listserve must be less than 1MB in size. Attachments are allowed but must be 1MB or less. The alumni listserve is a moderated list, and all messages go through an approval process by the moderator.

List Moderator: Debbie Dill, Office of Alumni Affairs

History

Reviewed 6/12/2019