

LISTSERV COMMUNICATION POLICY

for facultylist@tricity.wsu.edu, wsutcf@tricity.wsu.edu, staff@tricity.wsu.edu, and students@tricity.wsu.edu listservs

The facultylist@, staff@, and students@ email listservs give approved senders the ability to reach broad sectors of our campus community with a single message. There is no singular list that contains the email addresses of all WSU Tri-Cities faculty, staff and students.

LISTSERV USAGE

Valid subject matter for these three listservs will be relevant to the entire campus community, time sensitive (urgent) and of an important or critical nature. Events do not qualify. Qualifying examples include:

- A message from the Chancellor, Vice Chancellors or Chief of Staff deemed to be of campus-wide importance
- Public safety messages, emergency notices and incident response
- Facilities operations messages affecting all users
- Technology messages affecting all users
- Time-sensitive benefits information

The facultylist@, staff@ and students@ e-mail distribution lists are available for direct use by only the critical areas listed:

List name	Position
facultylist@	<ul style="list-style-type: none"> • Chancellor or designee • Vice Chancellor of Academic Affairs or designee from office of Academic Affairs • Vice Chancellor of Finance and Administration or designee • Chief of Staff or designee • Office of Marketing and Communication • Public Safety • Director of Information Technology or designee • Human Resources
staff@	<ul style="list-style-type: none"> • Chancellor or designee • Vice Chancellor of Finance and Administration or designee • Chief of Staff or designee • Office of Marketing and Communication • Public Safety • Director of Information Technology or designee • Human Resources

students@	<ul style="list-style-type: none"> • Chancellor or designee • Vice Chancellor of Academic Affairs or designee • Chief of Staff or designee • Vice Chancellor of Finance and Administration or designee • Vice Chancellor of Student Affairs or designee • Office of Marketing and Communication • Public Safety • Director of Information Technology or designee
-----------	--

LISTSERV MODERATORS

All listservs will have a minimum of two moderators. All email messages being sent to these listservs, by non-critical areas, will be routed to the following listserv moderators. For example, if a person wants to send an email to one of the three lists, they must first obtain written or electronic approval from someone in the “Position” column below.

List name	Position
facultylist@	<ul style="list-style-type: none"> • Vice Chancellor Academic Affairs or designee
staff@	<ul style="list-style-type: none"> • Vice Chancellor Finance and Administration or designee • Human Resources
students@	<ul style="list-style-type: none"> • Vice Chancellor for Student Affairs or designee • Director, Student Life

ALTERNATIVE COMMUNICATION VEHICLES

Alternative electronic vehicles for sharing news and events with a campus audience include:

- *Cougar Weekly* (published weekly on Mondays. [Submit your news or announcement.](#))
- WSU Tri-Cities *Currents* (published monthly on the first or second Wednesday of the month. Submit news to [News Submission.](#))
- WSU Tri-Cities events calendar (Submit news to our [campus calendar](#)).
- Student Life’s *Campus Events* (published weekly on Mondays. Submit to ian.jamieson@wsu.edu)
- WSU Tri-Cities social media channels
- College/department/unit distribution lists

MAINTAINING THE FACULTYLIST@, STAFF@, AND STUDENTS@ LISTS

In addition to WSU Tri-Cities Information Technology, a number of people maintain and/or can access these lists across campus (see below).

List name	Position
facultylist@	<ul style="list-style-type: none"> • Vice Chancellor, Academic Affairs • Administrative Assistance, VCAA
staff@	<ul style="list-style-type: none"> • Office of Finance and Administration • Human Resources
students@	<ul style="list-style-type: none"> • Campus Registrar and Information Technology troubleshoot issues from the myWSU data feed.

WSU Tri-Cities Information Technology (IT) manages the list of people who have access to send to these listservs. WSU Tri-Cities IT also trains employees on how to maintain lists should the need arise.

Second Reading