Listserv Communication Policy
for faculty@tricity.wsu.edu, staff@tricity.wsu.edu and students@tricity.wsu.edu listservs

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

<table>
<thead>
<tr>
<th>List name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>faculty@</td>
<td>• Chancellor or designee</td>
</tr>
<tr>
<td></td>
<td>• Vice Chancellor of Finance and Administration or designee</td>
</tr>
<tr>
<td></td>
<td>• Marketing and Communication</td>
</tr>
<tr>
<td></td>
<td>• Environmental, Health and Safety Coordinator</td>
</tr>
<tr>
<td></td>
<td>• Director of Information Technology</td>
</tr>
<tr>
<td>staff@</td>
<td>• Chancellor or designee</td>
</tr>
<tr>
<td></td>
<td>• Vice Chancellor of Finance and Administration or designee</td>
</tr>
<tr>
<td></td>
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<td>• Environmental, Health and Safety Coordinator</td>
</tr>
<tr>
<td></td>
<td>• Director of Information Technology</td>
</tr>
<tr>
<td>students@</td>
<td>• Chancellor or designee</td>
</tr>
</tbody>
</table>
|            | • Vice Chancellor of Academic Affairs 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.

<table>
<thead>
<tr>
<th>List name</th>
<th>Position</th>
</tr>
</thead>
</table>
| faculty@ | • Vice Chancellor-Academic Affairs or designee  
• Associate Vice Chancellor of Faculty Affairs or designee |
| staff@ | • Vice Chancellor-Finance and Administration or designee  
• Director of Human Resources |
| students@ | • 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 campus announcement)
- WSU Tri-Cities News Monthly Newsletter (Published monthly mid-month - Submit news)
- WSU Tri-Cities events calendar (Submit to the campus calendar)
- WSU Tri-Cities social media channels - Facebook, Twitter and Instagram (Submit to be featured on social media)
- College/department/unit distribution lists (contact your department chair or coordinator for more information)
- Campus digital displays (Submit a flyer or other image to be featured)
- Print - flyers, posters, etc. that can be featured on campus bulletin boards (Submit a project request for print materials – Needs to be submitted at least 10 business days in advance)

Maintaining the faculty@, 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).

<table>
<thead>
<tr>
<th>List name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>faculty@</td>
<td>• Vice Chancellor, Academic Affairs</td>
</tr>
</tbody>
</table>
• Administrative Assistance, VCAA

staff@
• Office of Finance and Administration
• Human Resources

students@
• 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.

Approved: 11/6/2019

30-day Review: 12/6/2019
60-day Review: 1/5/2020
90-day Review: 2/4/2020
3-year Review: 11/2022