

ALL STAFF EMAIL POLICY

1. An email distribution list, all-staff@qmul.ac.uk, is available to assist with the dissemination of important messages to all staff in the College.
2. The list is automatically compiled from email addresses in the electronic staff contacts directory which is available on the College web via <http://www.dir.qmul.ac.uk/> . Names are input into this directory by Directory Updaters in Departments, Institutes, Schools, Centres and other organisational units. The entry for each organisational unit in the Staff Directory on the web provides a link to the unit's Directory Updater (at the end of the entry under Roles). It is the responsibility of Directory Updaters to maintain the currency of data so that staff contact information can easily be found and the all-staff email list kept up to date. The Directory is also used to provide data for the College's printed internal telephone directory.
3. It is College policy that all staff should be in the Staff Directory and as many as possible on the all staff email distribution list. It is recognised, however, that some staff do not have email accounts. Heads or Administrators in Departments/Institutes are asked to ensure that information sent out on the all staff email list is printed out and made available to these people.
4. It is clear that use of the list must be controlled. Currently only the following may send messages to the list:

Professor Morag Shiach, Vice-Principal - on behalf of Queen Mary Senior Executive (QMSE) and in respect of policy matters

Leigh Ward, Executive Officer - general messages on behalf of others including the Principal and QMSE

Nigel Relph, Director of Corporate Affairs - for media-related, events and some policy announcements when approved by the Principal

5. Messages should be of interest to a large cross-section of the College if not to all staff. Purposes for which the list may be used are broadly as follows:
 - Important announcements for the development of the College
 - Critical operational matters
 - Announcement of important College events or compilations of forthcoming events
 - Other matters subject to the approval of the Principal or the Vice-Principal
6. If a member of staff wishes an email to be sent out to all staff he/she should send it to Leigh Ward (l.m.ward@qmul.ac.uk), or if it is about an event, to Nigel Relph (n.relph@qmul.ac.uk) . If they are not available others named above may be willing to help.
7. Email messages should be as brief as possible (normally not more than 25 lines) and in pure text form (given the variety of email software in use in the College). Attachments will not normally be sent out to the list.
8. Other announcements that are not appropriate for the all-staff email distribution list may be suitable for distribution via:
 - the 'departmental administrators' list: dept-administrators@qmul.ac.uk
 - News and Events section of the College web intranet (contact webeditor@qmul.ac.uk)
 - eBulletin (contact the Press & Comms Office)

Mr Leigh Ward
Executive Officer (Teaching & Learning)
& Executive Officer (Principal)

January 2010