

University of Alberta

Faculty of Medicine & Dentistry

Distribution List Policy

This policy is governed by its parent policy: *Information Technology Security Policy (UAPPOL)*

Office of Accountability:	Office of the Dean
Office of Administrative Responsibility:	Chief Operating Officer, FoMD
Approver:	Faculty Administration Committee
Scope:	Compliance with this policy extends to all members of the Faculty community (faculty academics, support staff, trainees, etc)

Overview

There has been growing interest in and demand for the use of email as a mechanism for distributing announcements, notices, and other information, to a large audience within the Faculty of Medicine & Dentistry (the Faculty). The latest changes in IT technologies have also increased the ease for the creation and management of email list distribution to facilitate such communications.

The Faculty is committed to using its technology resources to maximize and enhance communication across its constituents while recognizing the need to protect its faculty, students and staff from unwanted or unsolicited e-mails. This policy defines the appropriate use, circumstances and procedures for using such email distribution lists.

Policy:

Email distribution management and usage should comply with the following:

Distribution List Creation

- Campus-based organizations and departments are eligible to own lists, but an individual within the group must be designated as the list owner.
- All list creation shall be approved by a sponsoring departmental/unit chair, director, or APO.
- Lists membership can be maintained explicitly (i.e. members are added and deleted manually), implicitly (i.e. based on defined search criteria within the FARM application), or a combination of the two; however approval must be obtained from sponsor when using the implicit mechanism.

Distribution List Usage

- The purpose of the list must pertain to University business and its usage should not be illegal or violate any University's code of conduct.

Distribution List Management

- It is the list owner's responsibility to manage the list's subscribers.
- It is the responsibility of the distribution list owner to inform MEDIT before transferring ownership to another faculty or staff member; otherwise, the person of record is still the original owner.

Distribution List Review

- For lists supported by Faculty's MedIT annually, MEDIT will send an email to the list owner and respective department administrator requesting confirmation that the distribution list remain active. If there is no response within 4 weeks, it will escalate to owner/approver or equivalent, if no response the distribution list will be removed.it will then be destroyed.

Distribution List Violation

- Distribution lists that fail to comply with this policy will be removed.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Email distribution list	An email distribution list is a computing feature that allows a user to maintain a list of email addresses and send messages to all of them at once.
Faculty community	Includes individuals of FoMD including academic staff, support staff, trainees (undergraduate students, postgraduate students, post docs, summer students, etc), and volunteers.

RELATED LINKS

Should a link fail, please contact FoMD MedIT. [▲ TOP](#)

[Information Technology Use and Management Policy](#) (UAPPOL)

[Information Technology Security Policy](#) (UAPPOL)

[Freedom of Information and Protection of Privacy Act](#) (FOIPP)

[Approved by Dean's Executive Committee on Monday, January 13, 2014.](#)