1.0 BACKGROUND AND PURPOSE

Communication to faculty and staff is an important element of an effective work environment. It is vital that CSM has an efficient and workable means of getting important and timely information to faculty and staff. Examples of situations that require timely distribution of information could include school closures due to inclement weather, emergency situations that might arise, or other general distribution of information necessary to the effective functioning of the School.

Electronic communication through e-mail and Trailhead portal announcements provides a rapid, efficient and effective form of communication. Reliance on electronic communication has become the accepted norm within the Mines community. Additionally, utilizing electronic communications is consistent with encouraging more environmentally-conscious means of doing business and encouraging continued stewardship of scarce resources. Because of the wide-spread use and acceptance of electronic communication, CSM is adopting a policy regarding employment-related communications with faculty and staff.

2.0 POLICY

It is the policy of the Colorado School of Mines that official employment-related general communications with faculty and staff will be sent via CSM's internal e-mail system. All faculty and staff will be assigned a CSM e-mail address and are encouraged to periodically check their CSM assigned e-mail address. It is expected that e-mail sent to faculty and staff will be read in a timely manner. Employment-related communications sent via e-mail to faculty and staff will be considered to have been received and read by the intended recipients.

3.0 Procedures

3.1 All faculty and staff will be provided a CSM e-mail address which they must activate.

3.2 Faculty and staff are expected to check their e-mail inbox for CSM employment-related communications on a frequent and consistent basis. Faculty and staff have the responsibility to recognize that certain communications may be time-critical.

3.3 The policy does not prevent faculty and staff from using a personal e-mail address for employment-related communication and purposes. However, if a faculty or staff member chooses to use a personal e-mail address as his or her

address of choice for receiving employment-related communications, in order to comply with this policy, he or she must forward e-mail from the CSM assigned e-mail address to the personal e-mail address.

3.4 Supervisors of employees or employee groups with limited computer access and limited e-mail access must print and post hard copy of School employment-related communications sent via e-mail. Examples of such communications could include, but not be limited to, notices or communications about: school events, revised or new academic or administrative procedures, school closures, emergency communications, and so forth.

3.5 Nothing in these procedures should be construed as prohibiting employment-related communications being sent via traditional means. Use of paper-based communication may be necessary under certain circumstances or may be more appropriate to certain circumstances. Examples of such communications could include, but not be limited to: employment contracts or letters, salary notices, individual personnel notices, layoff notices, disciplinary notices, communications regarding individual benefits, and so forth.

4.0 HISTORY AND REVIEW CYCLE

The policy will be reviewed at least annually, or as needed by the Responsible Administrative Unit.
Last Issued: October 2007