

Policy Regarding E-List Mail Requests (effective August 3, 2011)

This policy represents a change to e-list mail requests submitted to the Secretary of the Faculty for A&S&E. During the 2010-11 academic year, the number of e-list requests to announce events or provide information to A&S&E faculty and staff grew exponentially. This is a sign of a vibrant and robust institution like Tufts, and being part of this community means you will always receive information and communications. However, the number of emails faculty and staff members are receiving may have become unwieldy; feedback from many faculty and staff members suggests this to be true. In fact, it may be that faculty and staff members are unable to ascertain which information is critical and which is not.

After discussing this issue with colleagues across A&S&E, we have developed a new e-list policy to ensure that important information still gets communicated to the appropriate audiences.

Effective immediately, the Secretary of the Faculty will no longer send announcements for department-based events, lectures, seminars, and conferences (this includes academic or non-academic departments). You are encouraged to utilize other vehicles to advertise your events, which include events.tufts.edu, tuftslife.com, the *Tufts Daily*, and your own department/program/center websites. This policy does not apply to school-wide, campus-wide and university-wide events based out of the deans' offices in A&S&E or at the central level.

Faculty and staff can still submit other categories of announcements (surveys, administrative information, committee-related information, etc.) to the Secretary of the Faculty, and if appropriate, those emails will be prioritized and sent from aseadminannouncement@tufts.edu. You must indicate the audience (faculty, staff, all; full and/or part-time faculty; A&S or A&S&E), and on whose behalf the message is being sent. That information will then appear in the subject line of the email (Subject: On behalf of X Department or the Dean of X, for example). Please initiate this process by sending an email request to the Secretary of the Faculty no later than one week before a message is intended to go out.

This policy shift may require an adjustment at first. However, the other means available for you to advertise your events will become equally, if not more, effective. And, most important, you will know when you get an email from the Secretary of the Faculty that it requires your attention.

If you have any questions or concerns, please feel free to contact the Secretary of the Faculty at jillian.dubman@tufts.edu. Please share this new policy with anyone who might not have received it. Thank you for your patience and for your help in implementing this new policy.

Approved by Jillian Dubman, Secretary of the Faculty for Arts, Sciences and Engineering, August 3, 2011