



Office of the Provost

January 2, 2013

EMAIL POLICY - EFFECTIVE SPRING 2013

REQUIRED for **ALL Administrators, Faculty, Staff and Students**

There is an expanding reliance on electronic communication among Students, Administrators, Faculty, and Staff within educational institutions including Tuskegee University. **Effective Spring 2013**, the Gmail mytu.tuskegee.edu *Email* system at Tuskegee University is **REQUIRED** for **ALL Administrators, Faculty, Staff and Students**.

The purpose of its **REQUIRED USE** is to ensure sufficient and uniform communication and transmission of all official related business that bear on teaching and learning. **Failure to receive and read MYTU email in a timely manner** does not absolve employees and students from knowing or complying with the content of such relevant communications. **ALL Faculty members are EXPECTED TO INCLUDE THE EMAIL ACCESS/UTILIZATION POLICY ON THEIR RESPECTIVE COURSE SYLLABUS.**

ALL Administrators, Faculty, Staff, and Students are EXPECTED TO

- *Monitor and maintain their official Tuskegee University e-mail address account.*
- *Check e-mail on a regular basis.*
- *Know and be responsive to requests and deadlines sent through e-mail, as appropriate for the content of the message.*
- *Write listserv messages using responsible, courteous, and professional language.*
- *Avoid exceeding capacity for e-mail storage on the Tuskegee University's server by deleting messages when they are no longer needed.*

Approved by the Office of the Provost November, 2011 and amended on January 2, 2013. Responsibility for maintaining an active e-mail account and adherence to the Tuskegee University email policy is the sole responsibility of the **aforementioned**.

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