Channel Islands
CALIFORNIA STATE UNIVERSITY
Division of Student Affairs

DSA Area Name: Vice President's office

Effective Date: August 17, 2011
Procedure Number: VP-p007.01

Student Affairs Working Procedure on Requesting and Sending Division-wide Emails

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Intent: To establish an effective and efficient means by which to communicate information to members of the Division of Student Affairs (DSA) through an email distribution list.

Background: Effective communication is critical and must be conducted in a manner which meets the needs of the organization and its constituents. This procedure provides a process by which members of the DSA can request and, when appropriate, send emails to all members of the DSA. Further, the procedure provides guidelines for appropriate types of messages for dissemination, frequency and timelines for submitting requests as well as approval requirements.

Accountability: DSA Area Heads and the Vice President for Student Affairs (or designee).

Applicability: DSA staff members

Definition(s):

    Administrative – Information such as policies, procedures, meeting documents, notices, formal requests and/or updates and other related messages.

    Non-administrative – Information such as events, celebrations, requests for volunteers, staff announcements (i.e. retirements, new hires, resignations, etc.) and other related messages.

Attachment(s): N/A

Procedure:

Types of Emails:
There are two types of emails that may be sent to the DSA: administrative and non-administrative. Definitions for each are provided above.

ADMINISTRATIVE

Administrative email requests will be sent on an as-needed basis and must be submitted to the Assistant Vice President for Student Affairs – Administrative and Strategic Operations (AVPSA) and the Administrative Assistant to the Vice President for Student Affairs no *less than three (3) business days prior to the requested send date. Administrative emails should be sent no more than two (2) times unless mandated/required otherwise.*

Approval Process for Submitting/Sending Administrative Email Requests:

Please note: All administrative email requests will be sent by the Vice President for Student Affairs office.

1. The email content, including a subject line must be prepared by the requestor *and approved by the appropriate DSA Area Head.*

2. Email content must include ways to obtain additional information (i.e., contact information, related web address(es), etc.).

3. Attachments for administrative requests must be made fully accessible before being submitted. For more information regarding accessibility requirements, please visit the Accessible Technology Initiative web page at: http://www.csuci.edu/ati/index.htm.

4. Once approved by the respective DSA Area Head, the email content should be sent to the AVPSA – Administrative and Strategic Operations as well as the Administrative Assistant to the Vice President for Student Affairs.

5. The AVPSA – Administrative and Strategic Operations or the Administrative Assistant to the VPSA will send the requested email to the Division.

NON-ADMINISTRATIVE

Non-administrative email requests will be sent on an as-needed basis by the DSA Area Head or their respective administrative assistant and must be submitted no *less than three (3) business days prior to the requested send date. Non-administrative emails should be sent no more than two (2) times.*

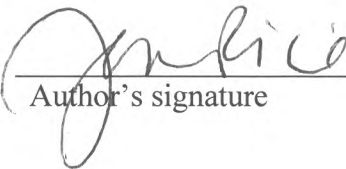**Approval Process for Submitting/Sending Non-Administrative Email Requests:**

1. The email content, including a subject line must be prepared by the requestor and approved by the appropriate DSA Area Head.

2. Email content must include ways to obtain additional information (i.e., contact information, related web address(es), etc.).

3. Attachments for non-administrative requests must be made fully accessible before being sent to the DSA. For more information regarding accessibility requirements, please visit the Accessible Technology Initiative web page at: http://www.csuci.edu/ati/index.htm.

4. The DSA Area Head or administrative assistant should send the approved email out to the Division.

DSA EMAIL DISTRIBUTION LISTS:

The DSA Email Distribution List will be maintained in the Vice President for Student Affairs office. The distribution list will be provided to each of the DSA Area Heads, appropriate administrative assistants, and designated staff in the Vice President's office.

Toni Rice	_(signature)_	9/10/13
Author's name	Author's signature	Date

Approved:

Toni Rice	_(signature)_	9/10/13
DSA Area Head's name	DSA Area Head's signature	Date
Wm. Gregory Swayer	_(signature)_	9/11/13
VPSA's name	VPSA's signature	Date