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.