SUBJECT: **USE OF FACSTAFF EMAIL NOTIFICATION SYSTEM**

1.   Purpose

The Facstaff email list-server represents an important means of communicating information about important issues, events, and functions within UNBC that are of concern to all faculty and staff and that carry some urgency. It is focused internally on faculty and staff rather than being a "public broadcaster." Thus, use of the system is restricted by this policy to ensure UNBC can communicate important information to all its employees without messages being filtered because of overuse/inappropriate use.

2.   Scope

This policy applies to all UNBC faculty and staff who are able to post to the Facstaff system.

3.   Authority/Responsibility

This policy is issued under the authority of the Office of the Provost.

4.   Application of Policy

1. Important and Urgent (Formal) Postings

Faculty and staff are encouraged to post important and urgent matters to entire Facstaff community.

2. Informal Postings

Under no circumstances are matters that are not important and urgent to entire Facstaff community to be posted to Facstaff. This includes general interest, information that pertains to a small group of the UNBC community, personal information, or sales information (e.g. raffle tickets, etc.) In circumstances where the poster believes that their information should be posted to Facstaff (e.g. the information is very important but not urgent), they can make submission to the moderator. The moderator will judge the merits of the information and it applicability to the UNBC community. The moderator's decision may be appealed to the Provost.

3. Other Locations for Postings

Messages that are intended for a subset of UNBC's population should be sent by other means (e.g. CSAM, CASHS lists or the *unbc.general* folder). The purpose of the University's *unbc.general* folder is to act as a general population broadcaster for the UNBC community. For assistance posting to *unbc.general* please contact ITS using the support web page, http://support.unbc.ca.

4. Message and Attachment File Size

Because the UNBC server must hold a copy of each Facstaff message for each email address on the server, a single large Facstaff can consume gigabytes of server memory when multiplied by the membership of Facstaff. To ease the burden on the server and those that maintain it, Facstaff messages must not be larger than a total of 500 kilobytes.

Further to this objective, Facstaff messages shall not include backgrounds and graphics.

4. Informing New and Present Users of Facstaff

Once a quarter, the Facstaff moderator (or administrators) will post a reminder of how Facstaff is to be used, including a web link to this policy.