



Information Technology Services

REQUIREMENTS FOR ALL_ACADEMIC AND ALL_GENERAL EMAILS PROCEDURES

Date approved:	18 February 2009	Date Procedures will take effect:	On approval	Date of Next Review:	December 2010
Approved by:	Senior Manager, Business Services Unit				
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Author:					
Responsible Faculty/Division & Unit:	Information Technology Services Division				
Supporting documents, procedures & forms of these procedures:	All Mailing List Management Guidelines Mail Manager (Mailman) User Guide				
References & Legislation:					
Audience:	Public – accessible to anyone				
Expiry Date of Procedures:	Not applicable				

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1 Introduction / Background

Not Available.

2 Scope / Purpose

Not Available.

3 Definitions

Not Available.

4 Instructions

1. The All_Academic and All_General mailing lists are available for broadcasting information that is University academic or business related. This includes:
 - a. information that affects the University's on-going business;
 - b. information concerning security or the safety of members of the University Community and its guests;
 - c. news about the University;
 - d. warnings of service failures that have an impact across the University Community;
 - e. business timetables that affect the broad University Community;
 - f. requests for voluntary support for important education/research activities; and
 - g. advance notification of pre-planned service outages affecting large parts of the University Community.
2. Messages sent to the All_General and All_Academic mailing lists:
 - a. must be submitted using the intranet Staff Messages interface.
 - b. must be submitted by the nominated sender (Senior Executives, Deans and Directors may delegate this responsibility to the executive and personal assistants).
 - c. can only be submitted by a current sponsored user account holder of the University of Wollongong.
 - d. can only be submitted in text format only, not HTML.
 - e. should be limited to one page in length or less (if possible). Where the email would otherwise be lengthy, provide a URL to the additional information.
 - f. cannot include attachments. Any information that would normally be sent as attached should be directed to a URL.
 - g. cannot be submitted from a computer with an address located outside of the University's network. Emails submitted from the Staff Messages interface are internal.
 - h. cannot be submitted by a third party organisation except with prior approval by the Vice Principal (Administration) or Deputy Vice-Chancellor (Academic).
3. The content of emails for distribution over the "All" lists is the responsibility of the sender. Personal views, opinions or sentiments may not be appropriate for communication via this medium and may be denied.
4. Emails that will not be published beyond the moderation process include the following.
 - a. technically inappropriate emails such as emails that are oversized;
 - b. all virus/SPAM generated emails that can be identified as being of that nature;
 - c. personal notifications (including farewells) or advertisements;



- d. job advertisements, excluding those submitted by Human Resources Division or those that have been approved by Human Resources Division;
 - e. emails whose content is more appropriate for a alternate method of disseminating information;
 - f. emails that fail the criteria set out in the University's IT Acceptable Use Policy and other related IT Policies (accessible on the [University Policy Directory](#)).
5. If not appropriate for the List, the sender will be notified with a request for modification or notification of an alternate method of disseminating the information. Emails that fail the IT acceptable use criteria will be referred to the appropriate authority within the University for review and possible disciplinary action.
 6. For further information relating to the management of "All" mailing lists refer to the Guidelines for the Management of the All Mailing Lists".

5 Roles & Responsibilities

Not Available.

6 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	18 February 2009	Senior Manager Business Services Unit	Commitment of requirements to Procedure.
2	6 May 2009	Vice Principal (Administration)	Migrated to UOW Procedure Template as per Policy Directory Refresh
3	9 March 2010	Senior Manager, Business Services Unit	Future review date identified in accordance with Standard on UOW Policy
4	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division