



WESTERN MICHIGAN UNIVERSITY Faculty Senate

WMU Faculty Senate Policy on “All Faculty” Email List Usage

The Western Michigan University Faculty Senate occasionally receives requests for non-routine use of its email list to provide information to all WMU faculty members. This policy statement provides guidance to help determine appropriate use of this privilege. The policy of the Faculty Senate shall be:

1. The Faculty Senate staff manages the list and maintains confidential access to this list. Therefore, any use of the “all faculty email list involves the Faculty Senate staff directly sending approved messages rather than providing the list to another individual or organization.
2. The Faculty Senate President shall determine, subject to Faculty Senate Executive Board approval, when an external request conforms to “Faculty Senate business.”
3. Outside individuals (as opposed to organizations) are not allowed access to this communication tool.
4. Request for use of this email list for issues that are not Faculty Senate business will be denied because it is incumbent upon the Faculty Senate to ensure that faculty members focus their attention on the business of the Faculty Senate.

Approved by the Faculty Senate Executive Board on 29 January 2016