Internal Communication Policy

Policy Statement:

This Policy establishes the position of Marywood University for official internal communications to faculty members, staff, and registered students. Marywood University will use email as the primary vehicle for official communication to faculty members, staff members and student. Information Technology (IT) assigns an official Marywood University email address to each registered student and each active faculty member and staff member.

Marywood will send internal communication by email to a faculty member, staff member or registered students by sending an email to their assigned Marywood.edu address. Such communications include but are not limited to, communications from faculty members to students enrolled in their classes and from administrative units to students.

Marywood expects each faculty member, staff member and registered student to receive and read Marywood email in a timely manner. Failure to receive and read Marywood University communications in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

In the event that a faculty member, staff member, or registered student redirected their official marywood.edu email to another address, such as @hotmail.com, @yahoo.com, or @aol.com they do so at their own risk. Marywood University is not responsible for the handling of email by any other service providers. Redirecting one's Marywood's email does not absolve recipients from knowing and complying with the content of the communicator sent to their official Marywood University email address.

A department director must post messages intended for the Marywood Community for any Marywood employee who may not have access to their email during the employees' working hours.

At Marywood University faculty members, staff members, and registered students are strongly encouraged to register with E2Campus. Marywood's University's emergency and severe weather notification system as described in the *Campus Emergency Notification* and *Severe Weather Policy.* During the E2Campus registration process, registrants may elect to receive notifications through text and/or email.

Improper use of computing systems, including email, as described in the *Conditions of Computer Use* policy and *Institutional Property Policy* is prohibited and may result in disciplinary action.

Definitions:

Procedures:

History:

10/25/18 – The establishment of the Internal Communication Policy was approved by the President of the University as recommended by the Policy Committee of the University.

Related Policies:

Conditions of Computer Use
Institutional Property Policy
Campus Emergency Notification
Severe Weather Policy

Handbooks:
Faculty Handbook – 4 Administrative and Financial
Personnel Handbook – 8 Other Pertinent Information
Student Handbook

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel