School of Dentistry Email List-serv Access Policy

I. Purpose

The School of Dentistry Dean's Office and Communication's Office has been experiencing a higher volume of requests to access the School's staff and student list-servs for various reasons, including for research. List-serv access requests should be routed through the channels identified in the Procedure section.

II. Procedure

If there are questions regarding accessing employee email addresses or list-servs, all requests should go through the Director of Human Resources or the Director of Marketing & Communications. If there are questions regarding accessing student email addresses, all requests should go through the Associate Dean for Academic Affairs or the Assistant Dean for Student and Resident Affairs.

Listserv Access

The School of Dentistry Marketing & Communications Office maintains six listservs:

- **tden-all**: all faculty, staff and residents
- **tden-facall**: includes all faculty, including regular, term, full-time, part-time, and adjunct (this does not include all adjuncts or affiliates)
- **tden-BU**: includes all labor represented staff
- **tden-CS**: includes all civil service staff
- **tden-PA**: includes all professional and administrative staff
- **tden-res**: includes all residents

Access to these listservs is reserved for those in the school who have a business need to or legal obligation to disseminate information without prior vetting of the message from a lead communications individual or approver. Access is reserved for:

- Marketing & Communications Office, dentcomm@umn.edu
- School of Dentistry Dean, dentdean@umn.edu (and dean’s office staff)
- Human Resources, sodhr@umn.edu
- Academic Affairs, (administrative support)
- Patient Care & Clinical Services, dentclinicdean@umn.edu
- Information Technology, dentalit@umn.edu
- Faculty Development, (Assistant Dean for Faculty Affairs/administrative support)

Some individuals have access to listserv to serve as a backup if one of the primary department accounts is inaccessible. This is reserved for Marketing & Communications staff; Dean’s Office staff and the strategy and operations manager for Patient Care & Clinical Services.

The Director of Marketing & Communications reviews access to listservs on a bi-annual basis or as needed.
Communications from moderators of listservs may issue communications without vetting by the Marketing & Communications Office. Examples include: Faculty Development communicates via the tden-facall listserv or Academic Affairs communicates via the tden-facall listserv for Council of Faculty information. Typically, communications sent school-wide are reviewed by the Marketing & Communications Office for accuracy and confirmation of support from the Dean. Non-moderators must go through the vetting process to determine if it warrants an email to a specific listserv.

Academic Affairs manages access to student listservs. Student & Resident Affairs manages communications to student groups and classes.

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<th>Policy Owner:</th>
<th>Director of Human Resources</th>
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<tr>
<td>Approved by:</td>
<td>Council of Chairs</td>
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<tr>
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<td>July 17, 2019</td>
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<td>July 17, 2019</td>
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