

## **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](mailto:dentcomm@umn.edu)

School of Dentistry Dean, [dentdean@umn.edu](mailto:dentdean@umn.edu) (and dean's office staff)

Human Resources, [sodhr@umn.edu](mailto:sodhr@umn.edu)

Academic Affairs, (administrative support)

Patient Care & Clinical Services, [dentclinicdean@umn.edu](mailto:dentclinicdean@umn.edu)

Information Technology, [dentalit@umn.edu](mailto: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.

Policy Owner:	Director of Human Resources
Approved by:	Council of Chairs
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