DATE: July 12, 2005

TO: President’s Executive Council
    Council of Academic Deans

FROM: Charles R. Middleton

RE: Email Policy

Effective immediately, personnel issues should not be addressed through email correspondence. Any discussions surrounding performance or personnel issues should be conducted in person or by telephone. Likewise, any discussion regarding a specific individual should be conducted in person or by telephone and not through email correspondence. If you receive an email of a sensitive nature, do not respond by email. Rather, pick up the telephone and respond by phone or arrange to speak to them in person. Once an issue has been resolved or agreed upon then it can be put in writing.

Emails have become an intricate part of our daily lives but we all need to remain aware that emails are not private. Once they are sent they can be forwarded anywhere and to anyone. Furthermore, emails can never be completely deleted. Please keep this in mind as you send and respond to emails.

Thank you.