

Policy #:	Title:	Effective Date:
GEN-004	Voice Mail Distribution List Policy	06/01/2008

Policy Description—The Telecommunications Manager will be responsible for ensuring that only authorized individuals have access to voice mail distribution lists.

- Anyone wishing to distribute mass voice mail to on-campus students must have the permission of the Office of Vice President for Student Affairs.
- Faculty and Staff wishing to distribute mass voice mail to faculty/staff must have the permission of the Telecommunications Manager and the Information Technology Officer.
- Students wishing to distribute mass voice mail to faculty/staff must have the permission of the Office of Vice President for Student Affairs and the Vice President of Academic Affairs.

Definitions—

Voice mail distribution lists—automated voice mail lists that send one message to many phones simultaneously.

Rationale for Policy—This policy is intended to ensure that only those with proper authorization have the ability to send mass voice mail.

Responsible Department/Person—Telecommunications Manager

Reference/Related Information—

Who should be notified about this policy—The Vice President for Student Affairs, the Vice President of Academic Affairs, the Telecommunications Manager, the Information Technology Officer, faculty, staff, and students.

Issue Date: 06/01/2008

Modification History—