

UNE Community Communications Guidelines:

UNE Community Email and UNE Community Notices

The University of New England has the responsibility to maintain the integrity, operation, and availability of its email system for use by the UNE community to advance the University's mission and goals.

The University utilizes a broadcast email feature, "UNE Community Notices," as well as emails from the UNE Community email account "UNE Community Email" as means of alerting the University community (faculty, professional staff, and administration) to important information. The Communications Office is responsible for final approval of the content and distribution of information submitted to UNE Community Notices/UNE Community Email.

UNE Community Notices Guidelines

These guidelines, which pertain to all people accessing and using the UNE Community Notices, reflects UNE's commitment to provide awareness of important information while guarding against abuse, overuse, or inappropriate content, so as not to become a nuisance or a wasteful use of the University's resources by creating excessive or unnecessary networking traffic or communications.

1. A UNE community member who wishes to submit an item for broadcast distribution must use the UNE Community Notices submission form, which may be accessed [_____](#). One's department/faculty chair or immediate supervisor should review and approve all content before one submits to UNE Community Notices.
2. Only UNE employees with a valid UNE email address may submit to UNE Community Notices. The email address of the submitter must be supplied at the time of submission. Each submission must identify a UNE employee with a valid UNE email address who will serve as the contact person for the submission. This individual's UNE email address must be supplied at the time of submission. The submitter may or may not be the same individual as the contact person.
3. All submissions will be reviewed for approval by the Office of Communications before they are broadcast. Approved submissions will be compiled into a UNE Community Notice, which will be sent every Friday afternoon to all employee email accounts. To ensure inclusion of a submission in a given Friday's notices, one must complete the submission prior to 12 p.m. on

4. Information submitted for consideration must be official University-sponsored or sanctioned information. Information intended for

11. These guidelines do not affect the distribution of important or time-sensitive University announcements via UNE Community Email from Facilities, Security, Student Affairs, the Business Office or Human Resources, or other approved department notices.