

Bard

Email Lists and Usage Policy

Effective August 31, 2015

As a service to the Bard College community, several e-mail based mass mailing lists have been created. These are designed to facilitate the timely and cost-effective distribution of information to the campus community. Each is described below, followed by general rules for using these lists.

Bard Email Lists

College@bard.edu

All college faculty and staff will be subscribed to college@bard.edu; membership is not optional. The list is meant only for official business of the college, such as notices from Human Resources, announcements from the registrar's office about academic deadlines, emergency notifications from Security, AAUP announcements, and the once-daily Bard Daily Mail. Because of its limited function, only certain offices will have authorization to send to this list.

Pennysaver, Faculty, Staff, and Happening@bard.edu

All of these lists are optional; members of the faculty and staff may choose to unsubscribe, and may resubscribe at any time. Any faculty or staff member who is subscribed to a list may send messages to the list. Users may visit <https://www.bard.edu/inside/maillinglists/> to manage their subscriptions.

Pennysaver@bard.edu : This list is intended for messages about such topics as items being given away or requests for recommendations of service providers. The list is not to be used as part of any commercial venture, nor is it intended to substitute for a yard sale. Please limit the number and sizes of attached images. Items may also be listed on the "Classified" section of <https://tools.bard.edu/classifieds/>

Faculty@bard.edu, Staff@bard.edu : The faculty and staff lists are for general interest communications whose main purposes do not fall under the more specific categories of happening, pennysaver, or college. They are intended for use by regular faculty and staff members who are based in Annandale-on-Hudson or whose affiliation with Bard College is primarily with the Annandale-on-Hudson campus.

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Happening@bard.edu : This list is meant to serve as a reminder to the Bard community of Bard-sponsored events. It is not meant to replace regular postings on other Bard web sites and the Bard Daily Calendar, which can be accessed at <https://www.bard.edu/inside/calendar/>. What may be advertised on this list is any activity (meeting, performance, lecture, show etc.) that takes place on- or off-campus at a specific date, time and place and is sponsored or co-sponsored by an academic or administrative department/program or which features a Bard faculty or staff member in the context of their professional work associated with Bard (such as an off campus art show sponsored by a local gallery). Sponsorship means that the chair of a College department or program or the faculty/staff sponsor of a Bard-affiliated organization indicates that the organization supports the activity and that members of the College are actively involved in organizing it (e.g., as speakers). Where appropriate, a faculty or staff member, including faculty or staff sponsors, may advertise a student-organized activity to which faculty and staff are invited. If someone other than the organizer(s) makes the announcement, they share in the responsibility for adhering to these guidelines.

Guidelines for posting to happening@Bard:

- The message subject line must describe the activity.
- The message body must contain the name, location, date, time, and sponsor of the activity.
- The remainder of the message should be a short description of the activity. This description should be as factual as possible and sufficient to explain the purpose of the activity. If additional background information is necessary, a web link may be included.
- Notice of an activity is limited to no more than two posts to the happening list regardless of who sends the message. If an activity is cancelled or postponed, two additional notices are allowed.
- Events should only be posted on the happening@Bard list: they should not also be posted on other College-wide lists, including faculty, staff, or pennysaver. They may be posted on the Daily Calendar (<https://www.bard.edu/inside/calendar/>), program websites and programmatic email lists.
- Activities that may be of interest to the community, but which are not sponsored or organized by the College, or which are separate from the work of the College, should not be advertised on the happening@Bard list. They may be advertised on the faculty and staff lists, or lists maintained by the sender.

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List Usage Rules

These College-sponsored email networks form part of the College workplace, and thus are subject to different standards from other forms of communication through which faculty, staff, and students may choose to express their ideas. For this reason, and to ensure that these lists remain a reliable means of communication, it is important that users abide by the rules of communication outlined in the faculty, staff and student handbooks. In addition:

- Impersonation of other mailing list users, e.g. faking the sending email address, is prohibited. Senders must use their assigned college email addresses to post to any email list and are strongly encouraged to include their full name in the body of the message.
- Commercial mailings and mailings that suggest College endorsement of any political candidate, organization, or ballot initiative are prohibited. More generally, because Bard College is a non-profit, tax-exempt organization and, as such, is subject to federal, state, and local laws regarding commercial and political activities, any commercial use of IT Systems for non-Bard purposes is generally prohibited, except when specifically authorized by the College and permitted under College rules.
- Harassment, bullying, and threats, including threats of physical harm, are prohibited, as are violations of privacy and communications that violate confidential employment processes and disciplinary proceedings. As emails using these lists are distributed in the workplace, they should not display materials or images that could constitute sexual or other forms of harassment.
- Use of specific email lists for purposes other than which they are intended is prohibited. Email should be sent to the appropriate mailing list as described above: happening, pennysaver, faculty, staff, or college. If a member of the Bard College community wishes to send an email message that is not appropriate for the mass mailing lists described in this document, an independent list may be requested through the Bard IT Helpdesk. Subscribers of this list must be populated manually and all such lists will allow users to unsubscribe.

Violations of these rules are subject to special disciplinary processes associated with College email list usage, outlined below.

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Violations and Adjudication

A message that fails to meet the list usage rules published above is a violation.

Alleged violations may be reported to the Office of Human Resources or to the Office of the Dean of the College. In consultation with the Information Resources Council and, as appropriate, a representative of the Faculty Senate or the office of the Vice President for Administration, these offices will determine whether a violation has occurred and may assess penalties, for instance, a temporary loss of privileges for posting to Bard email lists or a temporary removal from the Bard campus network. Decisions about alleged violations will be made in a timely fashion, which in most cases will be within 10 business days. Violations that are not penalized are still considered violations. While alleged violations are being investigated, temporary email access limits may be imposed on the alleged violator, depending upon the circumstances.

Violators may appeal their penalty by submitting their appeal in writing to the appropriate campus office. Appeals will be reviewed by the Vice President for Administration and Finance in a timely fashion, which in most cases will be within 5 business days. Violations are cumulative for an employee's entire time of employment at the College.

These disciplinary processes are designed specifically for email list usage: community members retain the right to initiate applicable internal grievance or disciplinary processes or to pursue external civil or criminal actions.

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Email List Etiquette

Electronic forms of communication bear careful consideration because they are often constructed in an environment devoid of non-verbal cues that govern face-to-face interactions. Unlike verbal communications, they also constitute a permanent record. As a general rule, people should not write or post things that they would not say in a face-to-face conversation or at an open meeting. Mean-spirited messages, flaming, and ad hominem attacks are strongly discouraged. If you really need to tell unpleasant or offensive things to someone, it is better to do so in a private communication. Direct communication in person or over the telephone can often help resolve potential conflicts that electronic communications tend to exacerbate. Inundating a list with messages is inappropriate. Messages that are not intended for the community as a whole should not be forwarded without seeking the author's permission.

Only send a message to the entire list when it contains information from which everyone can benefit. Send messages such as "thanks for the information" or "me, too" to individuals—not to the entire list. Do this by using the "Reply to sender" option instead of "Reply all."

When composing your announcement, please be considerate of those who are visually impaired. People of all ages may struggle to read small text. In addition, it is strongly recommended that you avoid using images (such as posters) as the sole content of your announcement. Software designed to read text aloud cannot interpret words contained in an image. If you must include an image that contains the important details of your activity or notice, please repeat the details as plain text somewhere else in your message.

In preparing this policy, we have drawn from the policies developed at Hamilton College and Yale University, and we acknowledge our debt and appreciation.