



Faculty Email Policy

fap-adm-0001

About This Policy

Effective Dates:

11-17-2016

Last Updated:

04-20-2023

Responsible University Administrator:

Executive Associate Dean, Faculty Affairs and Professional Development

Policy Contact:

Health Technology Services

Scope

This policy applies to all Indiana University School of Medicine (IUSM) faculty who use email to conduct business of the school including information technology resources regardless of affiliation, and irrespective of whether those resources are accessed from on-campus or off-campus locations.

Policy Statement

At Indiana University School of Medicine (IUSM), each faculty in a leadership role or overseeing medical students will be expected to set up an Indiana University email account for use during the time in which they are faculty at IUSM.

Email shall be considered an appropriate mechanism for official communication by Indiana University with IU Faculty unless otherwise prohibited by law. The University reserves the right to send official communications to faculty via the designated IUSM email with the full expectation that faculty will receive email and read these emails in a timely fashion.

Reason For Policy

Protection of Student Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S.

Department of Education. Given the increasing importance of the electronic transmission of information between the school, its faculty and its students, IUSM must take steps to ensure that student information is protected.

Regular Use of Email

Electronic mail (.e-mail.) has become an essential tool for accomplishing the University's day-to-day academic and administrative activities.

Administrative communications in e-mail carry the same business requirements as do communications on paper; for example, restrictions on access to data protected by statute, retention schedules, etc. As requirements vary for different business processes, individual administrators and offices must understand what these requirements are related to

activities in which they are involved.

Additionally, given the multiple campus model of IUSM, and a new single statewide curriculum, there is an increasing need for fast and efficient communication with faculty and students in order to conduct official business.

Procedure

Assignment of Faculty Email

Per [IU Policy IT-18](#), official IUSM email accounts will be made available for all faculty. Official university communications will be sent to the faculty's official university email addresses.

Use of IU-Assigned Email

Faculty are expected to use their IU-assigned email account for IUSM-related correspondence. They are expected to check it on a frequent and consistent basis in order to stay current with university-related communications. Faculty must ensure that there is sufficient space in their accounts to allow for email to be delivered. Faculty have the responsibility to recognize that certain communications may be time-critical.

Forwarding of Email

Faculty who choose to have their email forwarded to a private (unofficial) email address outside the official university network address (AOL, Hotmail, departmental server, etc.), do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, breaches of confidentiality and any such problems. The faculty's Indiana University email address remains the official destination for official university and school correspondence.

Compliance Procedures

Faculty who are not compliant with the above policy, will likely miss critical information and will be unable to fulfill their responsibilities in an effective or timely manner. As a result, they will be referred to Faculty Affairs and Professional Development (FAPD). In the event that compliance remains an issue, Department Chairs and/or the Executive Associate Dean, Faculty Affairs and Professional Development will be notified to discuss possible sanctions (see below).

Definitions

Indiana University Information Technology Resources includes all University-owned computers, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software, and all other associated tools, instruments, and facilities. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, Fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies. The components may be individually controlled (e.g., assigned to an employee) or shared single-user or multi-user, and they may be stand-alone or networked.

Sanctions

Failure to comply with Indiana University information technology policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual's studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.

Additional Contacts

Email Issues: Health Technology Services (HTS) (317) 274-5336 htshelp@iu.edu

History

1. fap-adm-0001 policy created and made effective 17 November 2016.
2. Policy migrated and published to new policy portal 04 June 2021.
3. Policy updated on 20 April 2023 to reflect changes in some titles and contact information.