

Policy/Procedure

Priority	Recommendation
A	I. Email is the primary mechanism for official communication within the University, except for strictly personal communications, and is only supplemented by other forms of official communications as required.
A	II. A UK email address should automatically be assigned to all employees when they are hired. The address should be a UK approved "uky.edu" email address.
A	III. All employee email IDs should be in the UK email directory; this should not be a voluntary process. The employees are responsible for "forwarding" their email to a different email address if they wish.
A	A. The policy requiring an email ID should include all current and new employees: faculty and staff; regular and temporary; full-time, part-time and half-time; STEPS employees, post-docs, house-staff and if financially viable, all retirees.
A	F. In the interim, other means of communicating with employees who do not have access to a computer or are unable to read should be developed.
A	G. Supervisors should be responsible for determining what the official means of communicating with their employees should be. Use of individual or group meetings and bulletin board postings are possible means to supplement electronic communication as needed.
A	K. To protect the UK email directory and control the mass email mailings, UK should appoint one office to process requests for mass email mailings.
A	M. The institution should aggressively pursue the development of a project plan that details the communication, education and technical plan. This project plan should be developed in an attempt to fully implement the above recommendations by January 2003.
B	B. A better means of ensuring departments complete the Separation Sheets for terminated employees needs to be developed. (Failure to do so could result in significantly higher costs.)
B	H. Higher-level administrators need to define what responsibility departments have to supply access to computers for employees, and when this access should be available.
B	IV. As with official paper communications, employees will be responsible for promptly reading any email they receive concerning the policy and procedures of the University. Employee's use of email will be consistent with AR II-1.7-2, "Policy Governing Access to and Use of University of Kentucky Computing Resources".

Priority Definition

A – Must be completed by February 1, 2003

B – Committee must provide recommendation by November 15, 2002

Additional Issues to Address

- How is access to computers to be addressed and how should time to read email be addressed?
- How to distribute memos to those that do not access email.
- Identify what criteria should be used to determine who and when an email ID should be generated.
- Identify what criteria should be used to determine who and when an email ID should be deactivated or deleted.
- Define employee and student responsibility regarding email.