

# FACULTY OF SCIENCE – ALL STAFF EMAIL PROVISIONS 2017

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## 1 Purpose and application

- (1) These provisions give effect to the [University Staff and Student Broadcast Email Policy](#) within the Faculty of Science.
- (2) The Faculty of Science receives many requests to communicate by email with our staff population. These provisions are intended to deal with these requests and to ensure that Faculty-wide communications are restricted to essential matters.
- (3) 'All-staff' email messages in the Faculty of Science, are messages sent to all academic staff, all professional staff, or both.
  - (a) This does not include messages to all staff in schools or particular groups. However, it is recommended that the principles set out in this document be considered in those cases to ensure staff receive relevant and timely communications.
- (4) These provisions are intended to:
  - (a) prevent staff being overloaded with non-essential communications;
  - (b) encourage staff to read priority messages;
  - (c) maintain the quality and appropriateness of emails; and
  - (d) protect the Faculty from appearing to be endorsing activities or events offered through external providers with no measure as to their quality.

## 2 General principles

- (1) The first preference for information circulation is inclusion in existing regular Faculty communications (see Schedule 1) and internal platforms (e.g. the science intranet). This will be considered adequate in the majority of cases.
- (2) All-staff emails may be sent *ad hoc* if they:
  - (a) meet the criteria set out in clause 3; and
  - (b) cannot wait for inclusion in a regular communication (see Schedule 1).
- (3) No more than two *ad hoc* all-staff emails may be sent in any given week, not including scheduled communications (see Schedule 1).
- (4) There must be no attachments.
  - (a) If supporting information is available on a website or intranet a hyperlink can be included.
  - (b) Supporting information may be added to the science intranet by request.
- (5) All emails must be readable as plain text.

### 3 Criteria for an *ad hoc* all-staff email

The following may be sent as *ad hoc* all staff email.

- (a) Notification of events or operations that are of strategic and reputational importance to the University.
- (b) Health and safety notifications that have a high to severe risk rating and have been signed off by the Faculty Safety Officer.
- (c) Policy change notifications that require implementation before the next scheduled communication is due to be circulated.
- (d) Other important University events where Faculty representation is required or encouraged – as deemed appropriate by the Dean or Faculty General Manager.

### 4 Guidelines for action by communication request type

Request from	Action	Exceptions
External to the University	<ul style="list-style-type: none"> <li>• Do not send all staff email</li> <li>• Post on Sydney Science yammer group if it is of particular interest to staff (such events or opportunities)</li> </ul>	None
Internal to the University, external to the Faculty (e.g. Student Centre)	<ul style="list-style-type: none"> <li>• Do not send <i>ad hoc</i> all-staff email</li> <li>• Include in relevant scheduled communication if timely and appropriate</li> <li>• Post on Faculty of Science intranet either on the homepage or in the Faculty news, depending on the content</li> <li>• Post on Sydney Science yammer group if appropriate.</li> </ul>	If the issue is of strategic and reputational importance to the University, and requires immediate action
Internal to the Faculty	<ul style="list-style-type: none"> <li>• Post on the Faculty of Science intranet</li> <li>• Include in relevant scheduled communication if timely and appropriate</li> <li>• Post on Sydney Science yammer group if appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• An all-staff email may be sent IF it meets the above criteria and there is urgent action required meaning that it cannot wait for the next scheduled communication.</li> </ul>

### 5 Process for managing all-staff email requests

- (1) All staff email requests should be sent to [science.communications@sydney.edu.au](mailto:science.communications@sydney.edu.au).

- (2) The requestor should provide final, proofed text and appropriate contact information.
- (3) The requestor should provide a minimum of 3 days' notice.
- (4) Emails will be sent from the relevant Faculty of Science internal communications email account by the Intranet, Web and Communications Coordinator, Executive Services Portfolio. Relevant accounts include:
  - [science.communications@sydney.edu.au](mailto:science.communications@sydney.edu.au),
  - [science.deansupdate@sydney.edu.au](mailto:science.deansupdate@sydney.edu.au),
  - [science.hr@sydney.edu.au](mailto:science.hr@sydney.edu.au),
  - [science.safety@sydney.edu.au](mailto:science.safety@sydney.edu.au),
  - [science.dean@sydney.edu.au](mailto:science.dean@sydney.edu.au)
- (5) Emails will be sent using either the University's UBEM email distribution system or an approved third party bulk email application.
- (6) Replies will be automatically directed to the appropriate contact.
- (7) The faculty will maintain up-to-date process documentation outlining the process in detail and make this available through faculty communication platforms and on request.

## NOTES

### Faculty of Science – All Staff Email Provisions 2017

Date adopted: 7 July, 2017

Date commenced: 26 July, 2017

Approved by: Professor Trevor Hambley, Dean

Signature:

Review date:

Rescinded documents:

Related documents: [University Staff and Student Broadcast Email Policy - 2009](#)

## AMENDMENT HISTORY

Provision	Amendment	Commencing
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**SCHEDULE 1: Regular internal email communications in the Faculty of Science (does not include school communications)**

<b>Communication</b>	<b>Audience</b>	<b>Frequency</b>	<b>Sent by</b>
Dean's Update – updates and notices from the Dean of Science	All Academic and Professional Staff	Monthly – week 4	Science Communications
What's On – list of Faculty events and dates for the following month	Executive, Managers, Academic Leadership, Events team	Monthly – week 3	Science Communications
Researcher Mailing – research notices and opportunities	All Academic Staff, relevant Professional staff, Research portfolio colleagues	Weekly – Mondays	Science Research
HR emails Academic Promotions, AP&D and other University-level HR processes	Academic Staff	3 times per year – specific dates	Science HR