

Internal Governing Policies

#182.1 - EIU Electronic Communication with Students, Faculty, and Staff

Approved: December 21, 2005

Monitor: Vice President for Business Affairs

Eastern Illinois University will use the electronic medium as a primary means of communicating with the University community. E-mail accounts are used to provide official notification of important campus announcements. Faculty, staff, and students preferring to use an outside e-mail service as a primary method of electronic communication are responsible for activating the auto-forward feature on their EIU e-mail account and for keeping that address updated if they change internet service providers (EIU will not follow up on "bounced mail"). E-mail accounts are listed in the on-line directory and members of the EIU community are responsible for checking their accounts in a consistent and timely fashion.

All official announcements using university-wide e-mail lists must be approved, in advance, by the appropriate Vice President or designee. This does not apply to established departmental electronic mail lists.

Date of implementation: July 1, 2006