

## **Division of Student Life Guidelines on Division Communications:**

The Vice President for Student Life's administrative office has the ability to send email communications to all division employees. To determine which communications are disseminated to all division team members and which communications will be sent to division leadership team members for them to discern and disseminate to the appropriate employees on their respective teams, these guidelines have been established.

### **For Distributions to All Division Employees:**

#### ***What will be considered for distribution:***

- Any communication pertaining to an All-Team Division event. Examples of these events include the Division Staff Appreciation Breakfast and the Division Team Huddle.
- Any communication pertaining to an All-Team Call for volunteers. Examples include Housing Move-In, emergency shelter call for volunteers, and Convocation
- Any communication providing an open call for application for awards or opportunities for all division team members. For example, the call for applications for Superior Accomplishment Awards.
- Any communication inviting all division team members to an educational or development opportunity or event. Examples include invitations to learning or skill-development workshops or webinars or invitations to the division-wide NEXT conference.
- Any communication pertaining to our general student population that all team members need to be made aware of.
- Any communications from the Vice President that are intended to reach all division team members.

#### ***What will not be considered for distribution:***

- Invitations to attend events related to the interview process for any searches.
  - Exceptions will be made for positions at the Associate/Assistant VP Position and higher.
- Invitations or information pertaining to a specific sub-set of division team members and not general information for the entire division.

### **Process:**

#### **Distributions to All Division Employees:**

Requests for division-wide communications can be sent to Kathy Chambers in the VP's Office. Kathy will consult with AVP Kim Pace if there needs to be a determination as to whether division-wide dissemination is appropriate or not.

#### **Distributions Via Leadership Team:**

All Leadership Team members have access to send communications to this distribution list. It is recommended Leadership Team members utilize the above guidelines in

determining the appropriateness of sending to the Leadership Team distribution list.

Anyone who does not have access to directly sending to the Leadership Team list may request distribution to that list from their Leadership Team member, overseeing AVP, Kathy Chambers or Kim Pace.

Team members are also encouraged to utilize the weekly distribution of information via the Leadership Team Updates. Leadership Team members receiving these Updates are expected to consistently share these Updates with their team members.

**Leadership Team Updates:**

Leadership Team members who wish to include information in the weekly Updates document must send updates to Kathy Chambers by noon Wednesday each week. Updates are distributed on the Leadership Team distribution list on Wednesday afternoon each week.

**Leadership Team Updates Guidelines:**

The following guidelines should be used for submissions to the Leadership Team Updates:

- Make a notation at the top of the submission for *Critical Events*, which will be placed at the top of the Updates page. Include a brief summary of the event, date, time, location, and website as appropriate.
- Updates should consist of a succinct description with, ideally, a link to a website should readers wish to find out more information.
- Contributors to the Updates should be mindful that these communications are being distributed division-wide. It is recommended that abbreviations and acronyms be spelled out for clarity and readability.
- Separate attachments and PDFs should not be included for distribution unless critical. If critical, consider if there is a website that can provide a link instead of an attachment.
- Updates should be emailed to Kathy Chambers by noon on Wednesday of each week.