Resolution 2019-2020-20 Automatic and Broadcast Email

Whereas, it is sometimes necessary for recipients of automatically generated email messages to obtain additional information before responding or taking the action requested in the message, and

Whereas, some automatically generated messages do not provide a means of obtaining more information, and some do not even identify the actual sender or responsible office, requiring faculty to spend time seeking the appropriate contact information, and

Whereas, some faculty may wish to receive certain non-critical broadcast information that other faculty may not wish to receive, such as announcements of certain types of events, health advice, and topical news, and

Whereas, the volume of non-critical broadcast messages is now sufficient to make a more efficient way to manage subscriptions desirable; therefore

BE IT RESOLVED that UCF Policy 4-006.2 “Broadcast Distribution of Electronic Mail” be amended as follows:

At the end of the “Procedure” section on page 3 add the following:

Each broadcast or automatically generated message shall include the name, position, and contact information of the person responsible for broadcasting the message and, if different, an actively monitored email address for responses including questions about the message’s content.

Be it Further Resolved, that all public, non-essential broadcast lists, such as health advice and departmental public newsletters, must include a method to opt in and opt out. UCF IT, in conjunction with other relevant parties, shall explore approaches and implement an opt-in/opt-out tool, such as a dashboard in my.ucf.edu.

Approved by the Information Technology Committee on January 29, 2020.
Approved by the Faculty Senate Steering Committee on February 6, 2020.