

## Guidelines for posting to the “Witt-Faculty.edu” distribution list

Messages sent to this address should be about University business and functions only. Since faculty members cannot opt out of this list, e-mails sent to it should merit sending to all recipients based on how well it can be described as pertaining to official University matters.

### Examples of topics that will be approved for posting:

Information about new courses

Information for advisees

Faculty forums

Official communications from faculty standing committees

Official communications from someone holding a specially designated faculty position (Director of Faculty Development, Director of General Education, etc.)

Departmental colloquia, performances, exhibits, etc

Information about Wittenberg programs – curricular or co-curricular

Health and safety-related announcements

Announcements from faculty members that students in their classes will be attending off-campus events

Recruitment events

### Examples of topics that will very likely be rejected:<sup>1</sup>

Repeated announcements of the same event

Personal opinions (e.g., about another Wittenberg community member, about a policy decision, etc)

Political opinions

Personal requests

Polemics

Please send messages you would like to reach the entire faculty directly to “Witt-Faculty.edu”. If you send a message to the list and receive a response that it has been rejected, but feel it should have been approved, please forward that e-mail to me.

This is a moderated list. On occasion that will mean that a message is rejected. Generally, the rejection of a message would be for reasons of content (see above for examples), but occasionally format issues can lead to a rejection. If you write to Witt-Faculty.edu, please formulate the message for the entire faculty. Notes included to individuals (e.g., the Provost) cannot be edited and will likely be rejected.

Generally speaking, any message sent during the official business day should be forwarded quickly (within an hour or two). It may take somewhat longer if the message is sent in the evening or on the weekend.

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<sup>1</sup> These kinds of e-mails can be sent either to [faculty-townhall@wittenberg.edu](mailto:faculty-townhall@wittenberg.edu) (primarily faculty) or [townhall@wittenberg.edu](mailto:townhall@wittenberg.edu) (faculty, staff, retirees, etc.). Faculty are automatically added to the faculty-townhall list, but can opt out of the list. The broader [townhall@wittenberg.edu](mailto:townhall@wittenberg.edu) is opt-in only.