Faculty Email Policy

**Scope**

This policy applies to all Indiana University School of Medicine (IUSM) faculty who use email to conduct business of the school including information technology resources regardless of affiliation, and irrespective of whether those resources are accessed from on-campus or off-campus locations.

**Policy Statement**

At Indiana University School of Medicine (IUSM), each faculty in a leadership role or overseeing medical students will be expected to set up an Indiana University email account for use during the time in which they are faculty at IUSM.

Email shall be considered an appropriate mechanism for official communication by Indiana University with IU Faculty unless otherwise prohibited by law. The University reserves the right to send official communications to faculty via the designated IUSM email with the full expectation that faculty will receive email and read these emails in a timely fashion.

**Reason for Policy**

Protection of Student Information
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Given the increasing importance of the electronic transmission of information between the school, its faculty and its students, IUSM must take steps to ensure that student information is protected.

**Regular Use of Email**
Electronic mail (.e-mail.) has become an essential tool for accomplishing the University's day-to-day academic and administrative activities.

Administrative communications in e-mail carry the same business requirements as do communications on paper; for example, restrictions on access to data protected by statute, retention schedules, etc. As requirements vary for different business processes, individual administrators and offices must understand what these requirements are related to activities in which they are involved.

Additionally, given the multiple campus model of IUSM, and a new single statewide curriculum, there is an increasing need for fast and efficient communication with faculty and students in order to conduct official business.

**Procedures**

**Assignment of Faculty Email**
Per [IU Policy IT-18](#), official IUSM email accounts will be made available for all faculty. Official university communications will be sent to the faculty’s official university email addresses.

**Use of IU-Assigned Email**
Faculty are expected to use their IU-assigned email account for IUSM-related correspondence. They are expected to check it on a frequent and consistent basis in order to stay current with university-related communications. Faculty must ensure that there is sufficient space in their accounts to allow for email to be delivered. Faculty have the responsibility to recognize that certain communications may be time-critical.

**Forwarding of Email**
Faculty who choose to have their email forwarded to a private (unofficial) email address outside the official university network address (AOL, Hotmail, departmental server, etc.), do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, breaches of confidentiality and any such problems. The faculty’s Indiana University email address remains the official destination for official university and school correspondence.

**Compliance Procedures**
Faculty who are not compliant with the above policy, will likely miss critical information and will be unable to fulfill their responsibilities in an effective or timely manner. As a result, they will be referred to Office of Faculty Affairs and Professional Development.
Definitions

Indiana University Information Technology Resources includes all University-owned computers, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software, and all other associated tools, instruments, and facilities. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, Fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies. The components may be individually controlled (e.g., assigned to an employee) or shared single-user or multi-user, and they may be stand-alone or networked.

Sanctions

Failure to comply with Indiana University information technology policies may result in sanctions relating to the individual’s use of information technology resources (such as suspension or termination of access, or removal of online material); the individual’s employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual’s studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.

Additional Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Issues</td>
<td>IUSM Clinical Affairs IT Services (CAITS)</td>
<td>(317) 274-5336</td>
<td><a href="mailto:CAITS@iu.edu">CAITS@iu.edu</a></td>
</tr>
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Related Information

IU Policy IT-18: Computer and Network Accounts Administration
http://policies.iu.edu/policies/categories/information-it/it/IT-18.shtml

IU Policy IT-21: IU Use of Electronic Mail:
http://policies.iu.edu/policies/categories/information-it/it/IT-21.shtml