

# **UNE Community Communications Guidelines:**

## **UNE Community Email and UNE Community Notices**

The University of New England has the responsibility to maintain the integrity, operation, and availability of its email system for use by the UNE community to advance the University's mission and goals.

The University utilizes a broadcast email feature, "UNE Community Notices," as well as emails from the UNE Community email account "UNE Community Email" as means of alerting the University community (faculty, professional staff, and administration) to important information. The Communications Office is responsible for final approval of the content and distribution of information submitted to UNE Community Notices/UNE Community Email.

### **UNE Community Notices Guidelines**

These guidelines, which pertain to all people accessing and using the UNE Community Notices, reflects UNE's commitment to provide awareness of important information while guarding against abuse, overuse, or inappropriate content, so as not to become a nuisance or a wasteful use of the University's resources by creating excessive or unnecessary networking traffic or communications.

1. A UNE community member who wishes to submit an item for broadcast distribution must use the UNE Community Notices submission form, which may be accessed [HERE](#). One's department/faculty chair or immediate supervisor should review and approve all content before one submits to UNE Community Notices.
2. Only UNE employees with a valid UNE email address may submit to UNE Community Notices. The email address of the submitter must be supplied at the time of submission. Each submission must identify a UNE employee with a valid UNE email address who will serve as the contact person for the submission. This individual's UNE email address must be supplied at the time of submission. The submitter may or may not be the same individual as the contact person.
3. All submissions will be reviewed for approval by the Office of Communications before they are broadcast. Approved submissions will be compiled into a UNE Community Notice, which will be sent every Friday afternoon to all employee email accounts. To ensure inclusion of a submission in a given Friday's notices, one must complete the submission prior to 12 p.m. on said Friday. Submissions received after 12 p.m. will be reviewed for inclusion in the following week's notices.

4. Information submitted for consideration must be official University-sponsored or sanctioned information. Information intended for students should be communicated via the UNE Office of Student Affairs rather than via UNE Community Notices.
5. The University calendar on the homepage of the University's website ([www.une.edu](http://www.une.edu)), accessed by clicking on the "About" tab and then selecting "Events Calendar," is the primary means of publicizing University events. ***The UNE community is encouraged to utilize the official University events calendar on the homepage of the website for information about upcoming events.*** If one wishes to publicize an event, one is encouraged to seek departmental approval and post the information to the University calendar via the department's designated web administrator. *A reminder to the community about the event may be broadcast via UNE Community Notices through the submission process.*
6. UNE Community Notices supports only plain text; formatting elements, such as bold type, bullets, numbering, italics, underlining, highlighting, etc., are not recognized by the UNE Community Notices platform. Titles should be concise and written in title case (important words capitalized). Dates and times should follow the following format: Thursday, Feb. 27; 2-4 p.m.
7. Attachments are not supported by the UNE Community Notices platform. If one wishes to include a hyperlink in a submission, the full URL (including <http://> or <https://>) must be included. Note that placing a period after the URL will invalidate the link.
8. UNE Community Notice submissions should be brief and concise. The Communications Office reserves the right to edit information submitted to UNE Community Notices for length or clarity. However, submitters should not assume that the Communications Office will edit their submissions. It is the responsibility of the submitter to verify that the information supplied is accurate and clear. If a submitter realizes an error after making a submission, it is the responsibility of the submitter to contact the Communications Office as soon as possible, and a reasonable effort will be made to correct the error before broadcast. In the event that the submitter realizes an error after the submission has been broadcast, the submitter is encouraged to contact the Communications Office. The Communications Office is not obligated to broadcast a correction but will consider doing so on a case-by-case basis.
9. The Communications Office reserves the right to limit the number of times the same information may be broadcast via UNE Community Notices.
10. UNE Community Notices does not replace individual, college, or departmental mailing lists and should not be used for information more appropriate for bulletin boards (e.g., dining menu items, lost and found). These types of announcements should be communicated using myUNE and/or other more targeted mailing lists.

11. These guidelines do not affect the distribution of important or time-sensitive University announcements via UNE Community Email from Facilities, Security, Student Affairs, the Business Office or Human Resources, or other approved department notices.