

## Faculty Scotmail Guidelines

The Provost's Office moderates the Faculty Scotmail listserv. This listserv reaches UCR employees whose affiliation status is listed as "faculty" in the campus HR database. It includes all Senate faculty and most but not all Academic Non-Senate (ANS) faculty. For example, faculty affiliates and visiting scholars are not included. It is not possible to add or remove individual recipients from the distribution list. Instead, the list is updated automatically when the campus HR database is refreshed.

Criteria have been developed to help ensure appropriate use of the listserv and prevent overuse that may cause recipients to ignore or overlook important messages. Submissions must meet all of the following criteria for approval:

1. Not appropriate for another outlet such as:
  - a. A different listserv (e.g. Senate, ANS, faculty and staff, students)
  - b. Events.ucr.edu – for events, some of which also appear in Coming Up at UCR and various campus websites and newsletters
  - c. Inside UCR – for in-depth stories
  - d. ScotMemos – for brief and targeted informational posts, most which also appear in Inside UCR
2. Time-sensitive (i.e., includes an upcoming deadline)
3. Faculty-specific (i.e., not relevant for staff or students)
4. Broadly applicable (i.e., relevant for faculty in most/all academic units)

Examples of submissions that likely meet these criteria and historically have been approved include: funding/fellowship/award opportunities; campus-wide job openings; requests for service (e.g., mentors, reviewers, speakers, instructors, internship supervisors); and academic policies and deadlines (e.g., time reporting, academic employment regulations, salary programs, course reserves, grade submission).

Alternatively, a submission that does not meet all of the above criteria may be approved by the Chancellor, Provost, or their designee. Typically, such an exception will address a priority of one or both offices. Current practice also includes exceptions for periodic newsletters from vice provost offices.

Submissions should be sent to [faculty@scotmail.ucr.edu](mailto:faculty@scotmail.ucr.edu) **exactly** as they are intended to be distributed to the listserv, including an appropriate subject line. Extraneous text such as instructions to the moderator should not be included. The moderator is unable to edit messages or subject lines.

The listserv is not moderated in real-time. It may require hours or days before a submission is reviewed and approved for distribution. The exact timing of distribution also depends on other pending campus messages, so submitters should not expect their messages to be distributed immediately. Because of this, messages should be submitted several days before any relevant deadlines.

Questions about these guidelines may be sent to the Executive Assistant to the Provost.