

Duke University School of Nursing

Procedure: Email Distribution Lists

Effective Date: July 1, 2010

Review/Revision: 7/1/10, 8/28/12, 8/13/13, 6/27/16, 9/20/19, 7/1/20

Approval Authority: Dean

Responsibility: Associate Dean, Finance and Administration

Implementation and Management Responsibility: Assistant Dean, Marketing and Communications

Guiding Principle

DUSON leaders need an efficient way to communicate via email to groups within the school without selecting individual email accounts each time a message is created. Email distribution lists are intended to communicate school, research, academic, operations or business information to DUSON faculty, instructors, staff or current students. It is important that those using the email distribution lists have a clear understanding of what content is appropriate for distribution and who is included in each specific email distribution list, and can rely upon the accuracy of the applicable list.

Policy

Approved Use - Use of DUSON email distribution lists are reserved exclusively for current Duke University School of Nursing employees and students. Email distribution lists are intended to be primarily a mechanism for leaders to communicate with groups within DUSON. Only content that is directly related to academic, research, operations or business purposes of the School is permitted. Solicitations or sharing of personal communications is prohibited.

Maintaining Distribution Lists – Responsibility for adding and removing employees or students to the applicable distribution list is identified in the table that follows.

Moderation – Each DUSON email distribution list will have an assigned moderator responsible for reviewing emails sent to the applicable distribution list to ensure the email is appropriate and consistent with the guiding principles and this policy. Each moderator is responsible for assigning a back-up. The vast majority of emails historically sent using the DUSON email distribution lists are appropriate and released quickly by the moderator to the applicable distribution list. Messages sent by the Dean, an Associate Dean, or leaders in the SON-IT and Marketing and Communications teams are exempt from the moderation process in support of DUSON’s communication protocols.

Distribution Lists – The following tables depict the email distribution lists managed by DUSON, including membership, the email address, method for updating and the moderator.

FACULTY AND STAFF

Regular Rank Faculty (primary appointment is within DUSON)	SON-Faculty@dm.duke.edu”	Monthly list of changes sent from DUSON HR to SON-IT. SON-IT updates.	<i>Moderators:</i> Assistant Dean & Assistant Director, Marketing & Communications
Staff (and temps with primary organization within DUSON; no	SON-Staff@dm.duke.edu”	Monthly list of changes sent from DUSON HR to SON-	<i>Moderators:</i> Assistant Dean & Assistant Director,

students/contractors)		IT. SON-IT updates.	Marketing & Communications
-----------------------	--	---------------------	----------------------------

INSTRUCTORS

ABSN Clinical and Lab Instructors	SON-ABSN clinical and lab instructors@dm.duke.edu	List of changes sent from ABSN Program Coordinator to SON-IT each semester. SON-IT updates Outlook.	<i>Moderator:</i> ABSN Program Coordinator
MSN Seminar Leaders and Lab Instructors	SON-MSN seminar leaders and lab instructors@dm.duke.edu	List of changes sent from Dir Academic Support Ops to SON-IT each semester. SON-IT updates Outlook.	<i>Moderator:</i> Director of Academic Support Operations
Part-time Course Instructors (responsible for entire course)	SON-part-time faculty@dm.duke.edu	List of changes sent from Dir Academic Support Ops to SON-IT each semester. SON-IT updates Outlook.	<i>Moderator:</i> Director of Academic Support Operations

Note: Updates to Instructor lists will be completed no later than two weeks prior to the beginning of the new semester. Duke email addresses will be the default email address used. In the event that a Duke email account has not been issued for new hires by two weeks prior to the beginning of the new semester, an alternate email account may be included for those individuals until the Duke email address is activated. Once activated, the Duke email account will be added to the list and the alternate email address deleted.

STUDENTS

ABSN Program Students	ABSN-sonstudents@mc.duke.edu	Changes made to Mailman system by Moderator each semester	<i>Moderator:</i> Sr. Coordinator, Career Services & Student Life
MSN Program Students	msnsonstudents@mc.duke.edu	Changes made to Mailman system by Moderator each semester	<i>Moderator:</i> Sr. Coordinator, Career Services & Student Life
DNP Program Students	dnpsonstudents@mc.duke.edu	Changes made to Mailman system by Moderator each semester	<i>Moderator:</i> DNP Program Coordinator
PhD Program Students	phdsonstudents@mc.duke.edu	Changes made to Mailman system by Moderator each semester	<i>Moderator:</i> PhD Program Coordinator

Moderators for academic program email distribution lists should work with the Data Manager/Business Systems Analyst to confirm active students and the Student Services Department to remove students who have graduated to ensure their student lists are current

no later than two weeks after the end of drop/add for each semester.

Consolidated Short Cut Lists - In addition to the email distribution lists there are short cut email addresses that combine more than one email distribution list to make it easier to send an email to more than one list at the same time as follows:

All Faculty and Staff	SON-FacultyandStaff@dm.duke.edu	<i>Moderator:</i> Assistant Dean and Assistant Director, Marketing & Communications
All Students	sonstudents@mc.duke.edu	<i>Moderator:</i> Assistant Dean and Assistant Director, Marketing & Communications
All Instructors	SON-Instructors@dm.duke.edu	<i>Moderator:</i> Assistant Dean and Assistant Director, Marketing & Communications

Exceptions - Maintaining the distribution lists and being able to ensure that only those within the defined employment or student category are included in the applicable list is a challenge. As a result, the Associate Dean, Finance and Administration must approve the additions of any individuals with roles that are outside the definition for inclusion in one of these email distribution lists.