

PAGR-03.2 — Procedures for Employees

Policy PAGR-03: Constituent Relationship Management-Communications Policy

See also:

- [Policy PAGR-03: Constituent Relationship Management Communications Policy](#)

Procedures

1. Employee Population

- a. The employee population includes:

| | |
|-------------------|---|
| Faculty | Faculty (Tenured/Tenure-track/Non-tenure-track) Emeriti Faculty Medical Residents Faculty Administrators |
| Staff | Professional Support Staff Service Maintenance |
| Student Academics | Graduate Assistants Associate Instructors Research Assistants Faculty Assistants Resident Counselors |
| Hourly | Student Hourly Regular Hourly |
| Retired Faculty | |
| Retired Staff | |
| Former Employees | Any individual who held a job at Indiana University in the prior 12-24 months (used for Payroll communications) |

For purposes of this document, the two primary categories are Faculty and Staff, but any subset of these populations follows the same guidelines. A Faculty or Staff member in the System will be considered a member of a campus, school, unit or program's constituency for the purposes of

communication when the Faculty or Staff member's primary location of work is in a particular campus, school, unit or program.

b. Accessible Faculty and Staff Data

The following data is visible to users of the System with appropriate access:

- i. Name and contact information (e.g. campus address, office phone, status)
- ii. Title(s)
- iii. Department, School, Campus

2. Employee Communications Generally

There are two types of communications that may be sent to employees: Official Communications and Engagement Communications.

- a. Official Communications to Faculty and Staff: Mass communications sent to Faculty and Staff must be related to and facilitate the teaching and learning, research, or service missions of the University or be employment related "need-to-know" information. All communications must relate to the receiving constituents.

Examples include:

- i. Annual open enrollment information
- ii. Annual announcements and messages from the President, Chancellor/Provost
- iii. Grade rosters sent by the Registrar for final submission

- b. Engagement Communications for Faculty and Staff: Faculty and Staff Engagement communications are communications which engage the employees in a manner which is not critical to the mission or business of the University, but further develops the relationship that individual has with the University or communicating department.

Examples include:

- i. Announcements about relevant lectures and visitors
- ii. Athletics or activities-based information or solicitation

3. Approvals for Employee Communications

Any campus or unit that plans to contact a group of employee constituents, by methods including but not limited to, e-communications, mail, newsletters, notices, bulletins, solicitations or any

other contacts, whether in electronic or hard copy form, must obtain approval for the contact from the appropriate authority listed below.

Final approval for such contact shall be made as follows:

- a. Faculty
 - i. To all Indiana University Faculty, by each campus Vice Chancellor/Vice Provost
 - ii. To all Faculty at IUB, by the Vice Provost for Faculty and Academic Affairs
 - iii. To all Faculty at IUPUI, by the Executive Vice Chancellor for Academic Affairs
 - iv. To all Faculty at IUSB, IUS, IUN, IUK, IUE, by the Chancellor or designee
 - v. To all Faculty in a school, by the Senior Executive Officer of the school or designee
 - vi. To all faculty in a department or program, by the Senior Executive Officer of the department or program

- b. Staff
 - i. To all Indiana University Staff, by the Associate Vice President of Human Resources
 - ii. To all Staff at IUB, by the Associate Vice President of Human Resources
 - iii. To all Staff at IUPUI, by the Assistant Vice Chancellor for Human Resources
 - iv. To all Staff at IUSB, IUS, IUN, IUK, IUE, by the Chancellor or designee
 - v. To all Staff in a school, by the Senior Executive Officer or designee
 - vi. To all Staff in a department or program, by the Senior Executive Officer of the department or program

Approval for a subpopulation that involves more than one unit (e.g. all tenured Faculty at IUK or all professional Staff at a certain rank) should be sought from the next highest level approver.

- c. Exceptions

Any exceptions shall be granted at the discretion of the President of Indiana University. It is assumed that approvals and exceptions will be handled via standard routing approval processes.

History

- Approved 2013; Effective Date TBA