Section 1: General Administration Policies

1.800 Use of Electronic Media for Official University Communication

1.801 Purpose

The University must be able to communicate quickly and efficiently with employees and enrolled students in order to conduct official University business. E-mail and the portal, myPSU, are an available and appropriate medium for such communication which also supports cost efficiency, expediency, and sustainability.

1.802 Policy

Unless otherwise prohibited by law, the University may send official communications to employees and enrolled students via the portal or by e-mail with the full expectation that such communications will be read by the recipient in a timely fashion.

1.803 E-mail Accounts

The University provides every student and employee with an email account and a portal to access University communications.

The University is not responsible for the delivery failure of email, including attachments, forwarded to any non-University email address.

1.805 Responsibilities

Individuals must use a Portland State e-mail account or provide an e-mail account to which all University-related e-mail communications should be forwarded.

Communications may be time-critical and employees and students are expected to review messages received through the portal or e-mail on a frequent and consistent basis.

Individuals are subject to policies and directives communicated via e-mail, even if they do not read the messages.

Individuals must ensure that there is sufficient space in their accounts to allow for e-mail to be delivered.

Employees without access to computers should coordinate with their supervisors to receive electronic communication.

1.806 Instructional Use of E-mail Accounts

Faculty may use the portal or e-mail for communication with students.