



UT System Administration Policy Library -- Policy UTS153
**Campus Mail – Use by Faculty and Staff
Organizations**

Responsible Officer: Executive Vice Chancellors of Health and Academic Affairs

Sponsoring Office: Office of Administration

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

This policy clarifies that access to campus mail facilities by faculty and staff organizations is permissible if the access follows the state and federal requirements carefully detailed by the Attorney General in JM-1091.

RATIONALE

This policy, based upon a December 5, 1989 memorandum from The Executive Vice Chancellors of Health and Academic Affairs issued after Attorney General Opinion JM-1091, provides guidelines for each institution's policy regarding the use of campus mail.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts153.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statues, Policies, & Standards
	Opinion JM-1091 of the Attorney General

CONTACTS

If you have any questions about UT System Administration policy UTS 153, Campus Mail—Use by Faculty and Staff Organizations, contact the following office(s):

Subject	Office Name	Telephone Number	Email/URL
	Office of Health Affairs	512-499-4224	http://www.utsystem.edu/hea/
	Office of Academic Affairs	512-499-4237	http://www.utsystem.edu/aca/

DEFINITIONS

None

RESPONSIBILITIES

Institution's Campus Mail administrators

- Ensure that users comply with all applicable federal and state laws and regulations and with the Rules and Regulations of the Board of Regents of the U.T. System.
- Uses campus mail only for a public purpose related to the educational mission of the University.

PROCEDURES

1. Only registered faculty or staff organizations should be permitted to use the campus mail.
2. Use of the campus mail by a faculty or staff organization should be for a public purpose related to the educational mission of the University.
3. Use of the campus mail should comply with all applicable federal and state laws and regulations and with the Rules and Regulations of the Board of Regents of The University of Texas System. Specifically, it is recommended that campus mail not be used:
 - a. For solicitation of new members to an existing organization;
 - b. To mail newsletters or other bulk mailings which are customarily mailed from state or national organizations;
 - c. To advertise or endorse commercial products or services or for other private gain purposes;

- d. For partisan political purposes; or
 - e. For religious purposes.
4. The institutional policy should also consider other issues such as:
- a. Institutional procedural requirements for use of campus mail, local limits related to size or quantity, and need for organizational identification;
 - b. Local provisions for monitoring appropriate use of campus mail by organizations;
 - c. Potential sanctions, including possible loss of privilege for breach of institutional policy;
 - d. Availability of or requirement for oversight, interpretation of rules, and advice to organizations regarding use of campus mail through an existent or specially appointed committee and/or administrative office; and
 - e. Any other technical or procedural requirements unique to the local campus.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDIX

None

Keywords: mail, campus mail, interoffice mail, facilities
