

Campus-Wide Email Distributions

The Office of Marketing and Public Relations is pleased to announce the return of campus-wide email distributions.

Beginning Monday, August 14, 2017 all email announcements to faculty and staff will be distributed by the Office of Marketing and Public Relations.

This process is designed to provide employees with the convenience of viewing all announcements in one central location, daily. The new Policy for mass e-mail communications is to be adhered to by ALL SUSLA employees. Notices distributed campus-wide should contain information pertinent to University business and/or stakeholder relations ONLY. The campus-wide communications process will include two options for notices to employees:

1. Campus Daily News- (Distributed by 8:00am Daily) Includes General Notices, Upcoming Events. Daily Distributions
2. SUSLA Memo – (Distributed as Needed) Includes Urgent Updates, Chancellor, Vice-Chancellor Notices, System/President Messages

How to Submit Your Daily Announcements:

1. Please submit information to Campus Daily News at campusdaily@susla.edu
2. Deadline: 4:00 p.m. each day.
3. Please allow as much advance notice as possible for announcing your event or information to the campus.

FREQUENTLY ASKED QUESTIONS:

Q: Do I need to submit my event each day for it to be included in the announcements?

A: NO. If it is the same event, your announcement will remain on Campus Daily News until the event date.

Q: What if I miss the 4:00pm deadline cut-off?

A: Your event will be included in the announcements for the following business day.

Q: What if I have an urgent announcement for faculty and staff?

A: Please send your announcement to campusdaily@susla.edu and note “urgent” in subject line. We will distribute immediately upon receipt (not responsible for delays due to system complications).

This process pertains to mass emails to employees only.

Thank you for your attention to this notice. If you have any questions, please contact Stephanie Rogers, Chief Advancement Officer, at ext. 9244.