

Collegewide Email Protocols

Criteria for mass email requests:

- Lead time: 3 days, with the exception of matters of urgency
- Information should pertain to broad population; communications for specific majors or interest groups are best shared via academic departments or targeted Navigate messages
- College-wide announcements are generally limited to City Tech- or CUNY-sponsored events
- We generally do not send reminder emails
- We do not send out commercial advertising; political endorsements; or solicitations for contributions or charities not related to college fundraising
- In order to avoid duplicate emails, ALL requests for communications for students must be directed to and approved by the Office of Student Life (see below)

Style guidelines for mass email requests:

- Include contact name and email address at the bottom of your message
- Format your email so that it is ready to be forwarded
 - Subject line: include topic, date and time (if applicable)
 - Body of email: include the date, time, and location of the event, as well as a brief description and any relevant links for more info. An image may be embedded.
 - Attachments: maximum size 1MB

Please send your email to one of the appropriate sending offices below, related to your intended audience.

Contact Info & Categories for Bulk Email Requests and Other Publicity		
Sending Office	Types Of Communications	Email
Faculty Commons	<p>General communications for faculty and staff, including events related to faculty governance, research and pedagogy, workshops, CFPs, and professional development opportunities.</p> <p>If you are participating in an off-campus event – an exhibition, book reading, conference talk, etc. – please submit to Faculty Commons News & Kudos for publication there, on the ticker, and in the Faculty Commons Monthly.</p>	<p>Profs. Shelley Smith and Mary Ann Biehl, Faculty Commons Directors</p> <p>FacultyCommons@citytech.cuny.edu</p>
Office of the President	<p>Important campus announcements related to current events, policies, emergency notices, personnel, and health and safety procedures</p>	<p>Dr. Caroline Hellman, Special Assistant to the President</p> <p>chellman@citytech.cuny.edu</p>
Office of Student Life	<p>Student-specific communications regarding academic and co-curricular activities, civil engagement, professional development and leadership opportunities, internships, grants, resources, and all other related communication supporting student development, agency, and engagement</p>	<p>Vanessa Villanueva, Manager of Student Life & Development</p> <p>vvillanueva@citytech.cuny.edu</p>
Office of Communications	<p>College-wide events and educational opportunities for faculty, staff, and students (after Student Life review). Events will also be posted to the college and CUNY calendars.</p> <p>Weekly newsletter (currently in development) will share news and events related to students, faculty, staff, and alumnae with the college community. Will highlight an alumnus, student, or faculty/staff member each week.</p>	<p>Natalie Chepurniy, Communications Officer</p> <p>communications@citytech.cuny.edu</p>