



## Collegewide Email Protocols (Fall 2024)

### CRITERIA FOR MASS EMAIL REQUESTS TO CITY TECH COMMUNITY:

- Lead time: 3 days, except for 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 Affairs and Enrollment Management**
- Sending departments have the right to make the final decision on dissemination of requests.

### STYLE GUIDELINES FOR MASS EMAIL REQUESTS:

- Include contact name and email address at the bottom of your message
- Format and proofread your email so that it is ready to be forwarded. Sending departments are not responsible for proofreading messages.
- 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 (include a jpg or png file).
- Attachments: maximum size 1MB

## Categories for Mass Email Notifications

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 <a href="#">Faculty Commons News &amp; Kudos</a> 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><a href="mailto:FacultyCommons@citytech.cuny.edu">FacultyCommons@citytech.cuny.edu</a></p>
Office of the President	<p>Important college-wide announcements: messages from the President, emergency notifications, policy updates</p>	<p>Marilyn Morrison</p> <p><a href="mailto:Marilyn.Morrison37@CityTech.Cuny.edu">Marilyn.Morrison37@CityTech.Cuny.edu</a></p>
Office of Student Affairs and Enrollment Management	<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>Stephanie Roper  <a href="mailto:STEPHANIE.ROPER57@citytech.cuny.edu">STEPHANIE.ROPER57@citytech.cuny.edu</a>            Paola Garcia Sanchez  <a href="mailto:PGarciaSanchez@CityTech.Cuny.edu">PGarciaSanchez@CityTech.Cuny.edu</a></p>
Office of Communications	<p>College-wide events and announcements for faculty, staff an.</p> <p>Events can also be included in the monthly newsletter.</p>	<p>Iris Fleischmann-Maenza</p> <p><a href="mailto:communications@citytech.cuny.edu">communications@citytech.cuny.edu</a></p>