Electronic Mail Distribution List and Group Schedule

1 Purpose

To detail the types of Email Distribution Lists and Email Groups, their owners and identify those functions authorised to send to these lists.

2 Scope

This schedule must be read in conjunction with the Use of Electronic Mail Procedure and is subordinate to it.

3 Schedule

Table 1: Distribution List and Group Characteristics

Distribution list type	Characteristics
Organisational	• These lists are based on organisational units or groupings of University Members and are maintained using information from the Human Resources system via the Identity Management system. Employees are unable to opt out of organisational lists. • List Owners will be appointed. The ability to send to organisational email lists is limited to the nominated List Owner and authorised positions/functions. For example: sending messages to large Email Distribution Lists such as the #University Communications list (refer Table 2 and 3).
Self-subscription	• Employees may add or remove themselves from the lists via UConnect > ServiceHub > Log It Online and search for "Email". Examples of Self-subscription lists include: • # UniSQ Women's Network INC
Other	To request the creation of a new Group, an Employee user must log

	an ICT Self Service request via the University's website and include: • the proposed name of the group • the purpose for which the group is to be used • the name/email address of the Group Owner.

Table 2: HR Category 1 & 2 Organisational Email Distribution List Owners

Distribution List*	List Owner
# University Communications (all staff)	Vice-Chancellor
# Academic Staff	Provost
# Professional Staff	Vice-Chancellor
# Toowoomba - All Staff	Vice-Chancellor
# Ipswich - All Staff	Vice-Chancellor
# Springfield - All Staff	Vice-Chancellor
# Enterprise Services Division	Chief Operating and Financial Officer
# DVC - Research & Innovation	DVC (Research & Innovation)
# Students Portfolio	Provost

*All HR Category 1 & 2 delegates are authorised to send electronic mail messages to any of the distribution lists above.

Table 3: Functional Areas authorised by the List Owner to send to # University Communications Organisational Email Distribution List

Functional Area
• messages from the Council • messages from Academic Board • messages from Vice-Chancellor's Executive (VCE) members • approved communiqués with University-wide relevance • Employee benefit notices (People Portfolio, Travel)

- superannuation notices
- ICT Training
- ICT Alerts
- People Portfolio Professional Development
- Learning Teaching Services Professional Development
- career opportunities
- *UniSQ News*
- Facilities Management Notice
- Facilities Management Alert
- Notification of minor procedural changes.

4 References

Nil.

5 Schedule Information

Accountable Officer	Chief Digital Information Officer
Responsible Officer	Chief Digital Information Officer
Policy Type	University Procedure
Policy Suite	Acceptable use of ICT Resources Policy
Approved Date	7/7/2025
Effective Date	7/7/2025
Review Date	13/11/2028
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy

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	Records and Information Management Policy Student Communication Policy
Related Procedures	Use of Electronic Mail Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Council Council means the governing body, the University of Southern Queensland Council. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and

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	individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this schedule only
	Email Distribution List An Email Distribution List is a collection of University Member email account addresses. It provides an easy way to send e-mail messages to a group of people. There are several types of distribution lists: • **Organisational Email Distribution List** ICT Services is responsible for the implementation management and support of Organisational Email Distribution Lists. These lists are based on organisational units or groupings of University Members and are maintained using information from the Human Resources system via the Identity Management system. Employees are unable to opt out of organisational lists. List Owners will be appointed. • **Self-subscription Email Distribution List** Email Distribution Lists that Employees may subscribe to according to individual need or interest. Employees may add or remove themselves from the Employee self-subscribe lists. • **Other Email Distribution Groups** The purpose of the group must pertain to University business. Groups with the same membership should not be duplicated. Groups are not open to external University Member subscribers. It is the Group Owner's responsibility to manage the group's subscribers. A group may not be used under any circumstances to participate in or promote activities that are illegal or violate the University's Code of Conduct Policy or the ICT Information Management and Security Policy. **List/Group Owner** A Nominated position responsible for authorising the sending of email correspondence to a nominated Email Distribution List/Group and responsible for authorising other positions/roles to send to a nominated Email Distribution List/Group.
Keywords	

Record No	14/2203PL

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