



Communication & Calendaring

Domain/Division:	Administration / Technology	Index	10-11.01
Responsible Unit(s)¹:	Office of Administration	Page:	1 of 2
		Attachments:	0

Authorization Date: 7/19/2004

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

Reviewed by: Katherine O’Meara, Brian Jones, Robert Woods.
 Reviewed and approved by: Administrative Council, March 18, 2003.
 Revised and approved by SON Subcommittee on Policy: November 2007
 December 7, 2007 sent to SON community for comment. None received.
 Changes effective December 22, 2007

POLICY STATEMENT:

This policy is initiated to define the communication and calendaring standard across School of Nursing (SON) including all departments, regional locations, clinical sites, education, and research programs. SON will rely on the OHSU officially supported calendaring and e-mail systems.

The official OHSU email system, using the @OHSU.EDU email addressing protocol, will be the official e-mail communication mechanism for all bodies within the School of Nursing. SON faculty and staff will use this system for SON business related communication.

The official OHSU groupware system will be the method of calendaring and scheduling for all personnel and for material resources (i.e., conference rooms, portable video projectors) within the SON. The SON will schedule all group meetings and appointments using OHSU groupware calendaring system. This is inclusive of all School of Nursing departments, regional campuses, clinical sites, education, and research programs.

RATIONALE (Only required if intent of policy is unclear):

DEFINITIONS:

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

IMPLEMENTING PROCEDURES:

Responsible Party: **Action:**

RELATED REFERENCES (if applicable):

OHSU 11-20-010: Acceptable Use of Computing and Telecommunications Resources.

NOTES (if applicable):

This policy integrates SON 10-12.01: Calendaring in the SON

Committee/Council Chair or Official Administrative Approval required for new policies Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name Claudia Burnett	
DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs	
Signature Saundra L. Theis, Interim Dean, PhD, RN	Date