



## Communication & Calendaring

<b>Domain/Division:</b>	<b>Administration / Technology</b>	<b>Index</b>	<b>10-11.01</b>
<b>Responsible Unit(s)<sup>1</sup>:</b>	<b>Office of Administration</b>	<b>Page:</b>	1 of 2
		<b>Attachments:</b>	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  
 Jan 2012: Reviewed by Assistant Dean for Systems Integration & SON technology support team.

**POLICY STATEMENT:**

This policy defines the communication and calendaring standard across School of Nursing (SON) applying to all faculty, staff and students at all SON campuses, clinical sites, education, and research programs.

The SON will rely on the OHSU officially supported calendaring and e-mail (@OHSU.EDU) addressing protocol systems for all business related communication and scheduling of personnel and material resources such as conference rooms or portable video projectors. . All faculty and staff are expected to maintain their OHSU e-mail and calendaring accounts for OHSU related business operations.

**DEFINITIONS:**

**IMPLEMENTING PROCEDURES:**

**Responsible Party:**                      **Action:**

**RELATED REFERENCES (if applicable):**

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

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

**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**

Kimberly DeRienzo, Assistant Dean

**Date**

**Printed Name**