Operating Policy and Procedure

SON OP: 10.012 E-mail Format Policy

PURPOSE: Provide professional and consistent written communication that sends a clear and easily read message and gives pertinent information to internal and external audiences.

REVIEW: All policies in the Administrative Handbook shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Final approval of the Administrative Handbook is by the Dean.

POLICY/PROCEDURE

1.0 Policy

Faculty and staff are required to use the e-mail format outlined in this document to ensure professional and consistent written communication with internal and external audiences.

2.1 Procedure

Specific guidelines for TTUHSC School of Nursing e-mail formatting are provided below. Examples of appropriate e-mail signature can be found in Attachment A.

1) Solid white background absent of colored borders, pictures, etc.
   a) E-mail signatures are limited to the following SON or LCCHWC information. Use of inspirational quotes, etc., are prohibited.
   b) 10 to 12 pt font size in black or red lettering. Font should be in Charter BT Pro, Helvetica Neue, Times New Roman, or Arial.
   c) Name and credentials, if applicable, without periods
   d) Title and department
   e) SON or LCCHWC (Spelled Out) (When using a logo, this information is not necessary)
   f) Appropriate logo in color or black and white (logos are located on the SON shared “N” drive inside the “public” folder titled “logo to place on email”(Optional))
   g) Address including Mail Stop, if applicable
   h) Work telephone and fax numbers
   i) Cell or Pager numbers (optional)
   j) E-mail Address (optional)
   k) Web address (optional)