



UNIVERSITY OF ARKANSAS AT LITTLE ROCK

TO: FacFocus Users

FROM: Charles E. Hathaway
Chancellor

SUBJECT: On the Use of FacFocus

DATE: August 28, 2001

The FacFocus e-mail list was originally created to foster communication among faculty members regarding university matters. It has become the de facto university e-mail list for all employees. A number of persons have suggested that we post each semester a reasonable set of guidelines on the use of FacFocus, since many persons are receiving more and more e-mail in which they have no interest. People have begun to post to the general FacFocus list various messages and items they have gleaned from outside sources, some of which have brought viruses into the system.

FacFocus will remain at present the general e-mail communication system for university matters for all employees. It will operate under the following guidelines:

- Any message posted to FacFocus should be relevant to a majority of campus employees and to the operation of the university. Every message should have a title in the subject line reflecting the subject matter of the message.
- Attaching a one-page document to an e-mail message is not an acceptable substitute for using copy and paste to insert the text into the body of the message. Use attachments only when necessary. The size of attachments should be limited, since large attachments, particularly graphics and photographs, slow down the system considerably.
- When an attachment is necessary, include a brief explanation in the body of the e-mail message on the nature of the attachment. Remember that many subscribers will not open an attachment if they do not know in advance that it contains information they will want to see.
- Users of FacFocus would do well not to open any attachment from an unknown

person or for which there is not a reasonable explanation in the body of the e-mail message. Following this practice should impede the spread of viruses on campus.

- FacFocus is an internal, university-operated communication channel and is restricted in its use. Only employees of UALR shall be eligible to use FacFocus. Requests for exceptions may only be made by the appropriate vice chancellor.
- Users should remember that it is inappropriate to forward a personal e-mail message to a mailing list without the original author's permission.
- No commercial message, i.e. an offer to sell or trade personal items, should be posted to FacFocus. Users may subscribe to the e-mail list classifieds@ualr.edu to view and post messages of this type.
- Messages directed toward one or a few subscribers should be sent only to those individuals or the relevant office, not to FacFocus. This guideline also applies to messages of complaint. Please extend others the courtesy of a chance to address misunderstandings or problems without first being criticized in a university-wide forum.
- At all times use language and style appropriate to our professional environment. Remember that postings to FacFocus may be subject to public record laws. Deleting a message does not necessarily remove it from the university back-up files.

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