# Official E-mail and Portal Policy for Faculty, Staff and Administrators

Based on the reliance and acceptance of electronic communications, e-mail and portal announcements shall be considered an official means of communication with faculty, staff and administrators of Suffolk County Community College.

All faculty, staff and administrators shall be assigned an official College e-mail/portal address. The College expects that faculty, staff and administrators shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the faculty member, staff member or administrator from knowing of and complying with the contents of all electronic communications. Faculty, staff and administrators are also expected to maintain their e-mail boxes, which includes deleting old mail so that the box remains open and within the size limits established by the College. On or about the thirtieth day after the close of each Fall and Spring semester, the College may delete unopened new e-mails from e-mail boxes closed for exceeding size limits.

The College does not recommend that faculty, staff and administrators redirect e-mail to another e-mail address. If they do so, it is at their own risk. The College only has the resources to support the College's e-mail system. The College is not responsible for the handling of e-mail by outside vendors, nor can it provide technical support for setting up mail-forwarding configurations or use of external mail readers. If e-mail is lost as a result of forwarding, faculty, staff and administrators are not absolved from the responsibilities associated with communications sent to their official College e-mail address.

Board of Trustees
May 21, 2009