

AUTOMOTIVE ENGINEERING DEPARTMENT POLICIES AND PROCEDURES ARE INTENDED TO PROVIDE GUIDANCE AS IT PERTAINS TO OUR SPECIFIC DEPARTMENT, AND DO NOT SUPERSEDE EXISTING CLEMSON UNIVERSITY POLICIES AND/OR PROCEDURES AND/OR OTHER ISSUED GUIDANCE.

## List Servs Policy & Procedure

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### PURPOSE

This policy defines users within the Automotive Engineering department that should have owner-permissions on the three departmental email list serves (students, faculty, and staff). Owner-access grants individuals the permission to send emails out to all recipients on the list.

### SCOPE

This policy and procedure pertain to the three email list serves for Automotive Engineering employees and students:

- (1) icar\_cgec-staff@lists.clemson.edu
- (2) icar-students@lists.clemson.edu
- (3) icar\_cgec-faculty@lists.clemson.edu

For a full description of each, please refer to the “EMAIL RESOURCES” tab on our [Resources page](#).

### POLICY STATEMENT

All tenured and tenure-track professors are automatically approved to have owner-access to the three email lists, which grant the ability to send messages to all recipients on the list serves. Other staff and faculty within the department can be reviewed on a case-by-case basis. In general, owner-access is granted to anyone in a position or serving a role where messaging would need to be sent across these groups. Examples include, but are not limited to, Building Security Coordinator, Safety Coordinator, or Graduate Coordinator.

### PROCEDURE

If you believe you should have owner-access but are unable to email to the lists, OR if you would like to request owner access, please reach out via email to the department Administrative Coordinator and/or Operations Manager.

## **PUBLISHED LOCATION**

[Automotive Engineering Resources](#)

## **REVISION HISTORY**

- Originally Issued: 09/12/2022