

## **University of Prince Edward Island Faculty Association Policy for Communications with Members**

### **Email Distribution Lists**

Through its email distribution lists, the UPEIFA communicates unprivileged information to Members about the business and activities of the Association.

To avoid unnecessarily filling Members' in-boxes (and thereby increasing their workload and/or risking that Members will ignore important UPEIFA communications), the email distribution lists are used only to disseminate UPEIFA-related information that is important to the membership in general.

### **Website**

The UPEIFA uses its website to post official, unprivileged UPEIFA documents and information about the business and activities of the Association.

### ***the FABric* Newsletter**

The primary intent of *the FABric* is to keep all members of the UPEIFA up-to-date and informed. It is also the intent of *the FABric* to communicate UPEI Faculty Association activities and perspectives on issues to a wider community. More specifically, it serves the following purposes: to provide a means for the exchange of ideas, views, and issues relevant to the Association and its members; to provide the Association's membership with information relevant to the operations of the Association; to provide documentary records of matters pertaining to the Association; and to serve all the functions of a newsletter.

### **Hard-copy Mailings**

Hard-copy mailings may be used at the discretion of the UPEIFA to communicate unprivileged information to Members about the business and activities of the Association.

### **General**

The UPEIFA does not use the email distribution lists, the website, *the FABric*, or hard-copy mailings to publicize events or information more properly supported directly by the Employer (e.g., concerning teaching/professional responsibilities, research/creative activities, non-UPEIFA service, or notice of candidates' presentations).

The UPEIFA does not officially endorse organizations of which it is not a member, and does not publicize their initiatives in its own official venues. Organizations wishing to publicize events and issues which might be of interest to UPEIFA Members should consider other non-UPEIFA venues.

*Approved by the Executive Committee, November 30, 2007; Reviewed on February 24, 2012*