**5List Serve Information and Best Practices April 25, 2024**

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| Address | Mails to | Approved by |
| all-staff@lists.gsb.columbia.edu | All Staff | Human Resources and Chaney from Dean's Office |
| all-faculty@lists.gsb.columbia.edu | All Faculty | Sandra, Kristina, Kerith, maybe others |
| tenured-faculty@lists.gsb.columbia.edu | Tenured Faculty | Kristina, Kerith, maybe others |
| fulltime-faculty@lists.gsb.columbia.edu | Tenured, Tenure Track | Kristina, Kerith, maybe others |
| tenuretrack-faculty@lists.gsb.columbia.edu |  | Kristina, Kerith, maybe others |

**Guidelines for what can be sent out via list-serves**

* Approve anything form SR/ Vice Deans or Costis
* As long as it looks reasonable, and is regarding University business, approve anything from direct reports to vice deans.  If unclear, check with cognizant vice dean
* Do not release anything that has to do with programming or activities outside of the business school without OK from a vice dean
* Centers, programs, institutes, students, and departments can send announcements of School events or policy changes
* Normal process is that School does not send publicity about non-school activities through list-servs.
  + Exceptions require OK from a vice dean and should be requested sparingly.