



Personnel Policies for Lincoln University


The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.3*

Effective August 13, 2009


Letter from the President

Rules and Regulations


Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

Electronic Mail

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Lincoln University encourages the use of electronic mail, or E-mail, as a tool to help accomplish the university's legitimate business objectives. E-mail can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers, and others involved in our business. However, E-mail also may be misused, potentially serious consequences for both the university and the E-mail user. This policy is intended to define the parameters of appropriate E-mail usage by Lincoln University's personnel.

E-mail shall be used only for purposes that support the Mission Statement of the university. These uses are for research, education, or the support of academic pursuits. E-mail may not be used for commercial activities except in direct support of the mission of the university.

Any harassment via e-mail is strictly prohibited and will be grounds for the removal of e-mail privileges. Knowing or reckless distribution of unwanted e-mail or other messages is prohibited. Specifically, chain letters and other schemes that may cause excessive network traffic or computing load are prohibited. Posting a message to multiple listservs, distribution lists, or news groups with the intention of reaching as many users as possible is prohibited, unless the posting is job or research related.