


<p><b>CAMPUS POLICY</b></p>  <p><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p><b>POLICY NUMBER:</b> 300-01x</p>	<p><b>PAGE NUMBER:</b></p>
	<p><b>CHAPTER:</b></p>	
	<p><b>SUBJECT:</b> Civility In Use of University Email</p>	
	<p><b>EFFECTIVE DATE:</b> DRAFT November 19, 2010</p>	
	<p><b>SUPERSESSION:</b></p>	
<p>OPR:</p> <p>VC:</p>	<p><b>APPROVED:</b> <i>Chancellor</i></p>	

**I. POLICY**

Whenever an employee of the University of Colorado at Colorado Springs believes they have witnessed a violation of the University of Colorado’s policy on the Use of Electronic Mail ([https://www.cu.edu/policies/policies/IT\\_Email.html](https://www.cu.edu/policies/policies/IT_Email.html)) ,or witnessed email they found: threatens academic freedom, diversity, respect (Board of Regents’ Policy 1. C: <https://www.cu.edu/regents/Policies/Policy1C.html>), or email that employee found to be abusive, serves to harass, intimidate, threaten, stalk, or discriminate against others (University of Colorado at Colorado Springs Policy Number 700-002) that employee will have the right to file a complaint with the chair of the campus personnel and benefits committee. Such complaints must be submitted in either written or electronic form and must include copies of the offending emails and other relevant materials.

In consultation with the faculty and staff assembly presidents the personnel and benefits chair will appoint a committee of five faculty and staff members who will be charged with investigating the complaint, ruling on the merits of the complaint, and recommending to the Provost what sanctions, if any, should be imposed on the employee sending the offending email. These sanctions could include, but are not limited to, suspensions, or revocation, of the ability to post emails on the faculty l list as well as other individuals and groups.