



Email Policy Update

Elliott Cheu

Chief Information Officer



Proposed University Email Policy

One comprehensive policy: Combines two existing email policies

- Use of Email for Official Correspondence with Employees
- Electronic Mail Policy
- Both effective in 1998, and revised in 2022

 **A key change:** the updated policy prohibits automatic forwarding of university email to non-U of A email accounts to strengthen email security and reduce legal risks.

Policy Review Process

April 1: Proposed Email Policy released for campus feedback.

May 6: Campus feedback period closed.

Summer 2026: Feedback reviewed and incorporated with the Policy Office and Office of General Counsel.

- Main policy revisions
 - clarified that UA owns e-mail account not necessarily content
 - clarified that access restriction is not a disciplinary action
 - clarified that policy does not apply to students (separate policy)

Next Steps

August 2026: Updated policy reviewed and approved by senior leadership. Next step is presidential review and approval.

Once approved:

- The policy will be posted on policy.arizona.edu.
- Online comments will continue to be reviewed.
- Advance notice and guidance will be provided before automatic forwarding is discontinued.



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