

## OFFICE OF THE DEAN COMMUNICATIONS

### Telephone

1. Restricted Telephones - All telephones on the University of Texas Health Science Center at San Antonio telephone system are restricted to local calls. To dial out, one must dial 9 + area code + telephone number.
2. Long Distance Calls – Faculty are encouraged to keep a list of long distance calls they make. Each month faculty will receive a report of their long distance calls and be asked to verify calls charged to their number. Personal calls cannot be charged to the Health Science Center with expectation to reimburse. Faculty are issued an identification number during orientation, to use in making long distance calls of a business nature.
3. Answering Phones and Voice Mail - All academic units defined as offices of Vice Deans, Associate Deans and Directors between the business hours of 8 to 5 should have an individual directly answering the phone. Telephones should be answered by an employee between normal business hours of 8 a.m. - 5 p.m. in all offices and in the Nursing Dean's Offices, if possible. If an office needs to close during the day the phone lines should be transferred to another office.
  - a) Office of Faculty Affairs and Diversity: (210) 567-5785
  - b) Office of Academic Affairs (210) 567-5810
  - c) Office of the Dean (210) 567-5800

With the addition of the new voice mail services, the staff and faculty have the option of setting up their voice mail service to notify them via e-mail of a missed call. Voice mails should be answered within one business day. Please contact the Office of Faculty Excellence (OFE) at (210) 567-5785 for assistance with establishing voicemail.

4. Problem with Telephones - Please call Telecommunications & Network to report problems at (210) 567-7777.

### Mail

1. The HSC campus Mail Room will pre-sort, deliver and place mail in separate bins for SoN mail.
2. Bins will be placed in the Office of Faculty Affairs and Diversity (OFAD) room, 2.312 and labeled as follows:
  - a) IN Office of Faculty Affairs and Diversity
  - b) IN Nursing Dean Divisions
  - c) OUT Outgoing US mail and Campus Mail

3. Mail will be delivered and can be picked up according to the following schedule:
  - a) Mail is delivered to OFAD room 2.312 by HSC mailroom staff once a day between 1:00 pm and 2:00 p.m.
  - b) Mail is picked up by HSC mailroom staff as follows:
    - OFAD room 2.312 - Between 1:00 pm and 2:00 p.m.
    - Wall mounted collection box 2<sup>nd</sup> floor of south wing – 10:00 a.m., 1:00-2:00 p.m. and 4:00 p.m.

4. Individual Office Responsibility:

Each Office will be responsible for picking up and sorting their respective faculty and staff mail. Department IN and OUT mail needs to be placed in the appropriate BIN according to the above Pickup and Delivery Schedule

5. Nursing Dean Divisions:

- a) Two designated staff members (one staff from Office of Admissions and Student Services, and one staff from Office of Academic Affairs) will be co-leaders for mail distributions within Nursing Dean Divisions. Mail will be sorted and placed in the following mail slots by 3:30 pm each day.
- b) Admissions and Student Services – MSC 7945
- c) Business Office – MCS 7954
- d) Department of Life Long Learning – MSC 7946
- e) Office of the Dean – MSC 7942
- f) Development Office – MSC 7923
- g) Employee Wellness Center – MSC 7984/ Student Health Center – MSC 7934
- h) Graduate Nursing Program – MSC 7943
- i) Practice/Engagement – MSC 7960
- j) Nursing Research and Scholarship (ONRS) – MSC 7947
- k) Undergraduate Nursing Program/Clinical Skills Lab – MSC 7944
- l) Office of Faculty Affairs and Diversity – MSC 7950
- m) Other student, unidentifiable or misdirected mail: Any mail that is not identified will be stamped "Not School of Nursing's," or "Return to Sender" and will be placed in the

outbox for HSC mail personnel to sort out. First Class mail for faculty and staff no longer at SoN should be forwarded by respective department/divisions. Third Class Mail for faculty and staff no longer at the SoN can be discarded. Students receive communications from HSC and the SoN electronically. Please direct any questions regarding student mail to the Graduate Office or Undergraduate as appropriate.

### Checks

#### 1. Monthly Payroll

Monthly Payroll Checks are routinely picked up by one of the pre-authorized personnel from the Business Office and each Office. As a routine, unless otherwise announced, Business Office staff will pick up monthly payroll checks from the Bursar's office at 9:00 a.m. on the first working day of each month. The Business Office staff will email each office to pick up their respective office's checks from the Business Office by 11:30 a.m. Although each area has its own payroll distribution practices, every effort should be made to have payroll checks in the individual's possession, in the individual's box, or given to their supervisor by noon on payday.

#### 2. Bi-Monthly Payroll (hourly)

The Business Office staff picks up hourly personnel checks at 11 am twice monthly. Scheduled dates are the seventh and 22<sup>nd</sup> of each month. If a payday falls on a weekend or holiday, the payroll is picked up on the following business day. The Business Office staff will email each office administrator to pick up their respective office's checks from the Business Office by 11:30 a.m. Although each area has its own payroll distribution practices, every effort should be made to have payroll checks in the individual's possession, in the individual's box, or given to their supervisor by noon on payday.

Special arrangements for those hourly personnel who do not have boxes can be made with their respective supervisor.

### Tele-Conference line

A dedicated School of Nursing Teleconference line maybe reserved thru the Office of the Dean. This line is reserved on a first come, first serve basis.

### E-mail

1. Email signatures should follow the Email Signature Guidelines as outlined in the UTHealth San Antonio Branding guidelines (<https://campaigns.uthscsa.edu/rebranding/>). Individuals are not required to use the UT Health San Antonio logo in their email signature, but it is recommended. If the logo is used, it should be the UT Health San Antonio logo, which can be downloaded from the above website. Email signatures should not include any other logos or quotations.
2. Out of Office Automatic Reply - Individuals who will be out of the office for one business day or longer should set up an automatic reply in Microsoft Outlook for both internal and external recipients. The automatic reply should indicate they will be out of the office, the period of time they will be out, and provide the name of the individual to contact for urgent issues with that individual's contact information.

**Broadcast E-Mail** (NURFAC and NURSTAFF)

1. The following types of Broadcast emails are approved for distribution to all nursing faculty and/or staff without prior approval within SON.
  - a) Individual person congratulations 'kudos,' etc., from single Office or area
  - b) Approved SON Virus alerts from SON IT/CRC personnel only
  - c) Network problems and network outage alerts from SON IT/CRC staff only
  - d) Update from national nursing or education or research organization or newsletter
  - e) School closures or weather warnings announcements from SON Dean's area or rep.
  - f) Reports, announcements and minutes on Official School wide groups or meetings including UTHSCSA sanctioned March of Dimes, SECC, and other.
  - g) Reports and minutes Ad hoc committees and subcommittees of standing committees
  - h) Messages from Dean to school
  - i) Announcement of upcoming Professional Nursing or UTHSCSA organizational meetings
  - j) Awards of research grants and funding by individual faculty
  - k) Appointment/election results to official committees / organizations in SON, UTHSCSA, and state or national from Offices/areas/Associate Deans or Dean
  - l) Announcement from Offices/Areas/Associate Deans or Dean of faculty or staff new arrivals or departures.
  - m) Exceptions to these lists must be approved by the Dean or the Director, Business Operations prior to them being sent as Broadcast e-mail.
  
2. The following types of Broadcast mail are NOT approved to be sent to all nursing faculty and/or staff by ANY faculty or staff at any level within SON. Exception to this policy must be granted in writing by the Dean before it is sent out Broadcast e-mail.
  - a) "Dr --- or other request to announce that her/his nursing related journal was running a content specialty.
  - b) An Individual's Favorite charity is raising money or needs volunteers.
  - c) Specialty specific Healthcare Professional issue and request for faculty support at local, state, regional, national level.

- d) Virus alert from faculty or staff that they heard about on TV or got in an e-mail but have not checked to see if it is a legitimate virus with the SON IT staff or the UTHSCSA IT Staff.
  - e) Favorite or special poems, pictures, music etc.
  - f) Lost key, etc \* Note: Sections and departments first use their own mail groups for this item since many people do not read mail daily.
  - g) Unverified police alerts, etc.
3. This policy presents rules for managing SoN E-Mail, which is classified as “Broadcast” distribution in nature (including NURFAC, NurStaff, etc.). It is the responsibility of the Dean of the SoN to approve all Broadcast email. In order to better manage this responsibility, the Dean has identified specific E-mails that may be sent Broadcast without obtaining specific approval from her designated individual before distribution. Types of E-mail that may not be sent out as Broadcast are also identified.
  4. **All E-mails sent via NURFAC or NURSTAFF must be sent as “Bcc”**
  5. On the Office of Faculty Affairs and Diversity, the appointed representative is the Manager of Faculty Affairs and Diversity.
  6. The identified administrative officers, faculty or managers of smaller mail groups including the departments, areas, classes or clubs are responsible for reviewing and insuring all e-mails sent as a group adhere to both the UTHSCSA and SoN established policies, rules and regulations.