

CPMM Communication Guide - Faculty only

Specific Stakeholder	Description	Communications Medium	Manager/Director/Sponsor CONTACT	Procedure to Distribute Communication	Cost?	CIT Liaison	Consult with C&O?	Approval Required by CONTACT Person?
Faculty	<i>See also the methods listed on the "Both staff & faculty" and the "Everyone at Cornell" tabs</i>							
All Faculty	Provide information on CIT plans and policies or intended direction when it will affect most faculty.	Print	Diane LaLonde (ddl4), Dean of Faculty	(1) Approval required. Send request to Diane LaLonde (ddl4), Dean of Faculty. Copy in Millie Sherwood. (2) If approved, fill out Mail Services form found at www.mail.cornell.edu and fax to mail services at 254-8282, then print xxx copies and deliver to Cornell Mail Services 311 East Palm Road (254-8284). Mail Services could take up to two weeks for delivery. Contact Kathy Baylor 4-8280 or Millie Sherwood 4-8288 for help/info.	Fees for printing and distribution	Jim Lombardi (jl2 / 5-1421)	Consult with C&O	Approval Required
All Faculty	Provide information on CIT plans and policies or intended direction when it will affect most faculty.	E-mail (bulk)	Charles Walcott (cw38), Dean of University Faculty	(1) Approval required. Send request to Charles Walcott (cw38), Dean of Univ. Faculty (2) If approved, forward approval to bulkmail@cornell.edu along with desired timing and "from" address to be used. (3) When bulkmail gives you the go-ahead, send the message to the address provided. (4) Approve (or edit) the sample message sent by bulkmail.		Jim Lombardi (jl2 / 5-1421)	Consult with C&O	Approval Required

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Selected Faculty	Select Faculty by Department/Unit or other - Seek input or provide information on CIT plans and policies or intended direction.	E-mail Print	Ann Stout (as263 / 5-7627), Office of Human Resources	(1) Send request for faculty group (e.g., specific departments, job titles) to Human Resources contact person (shown at left). (2) For paper , either do mailing in house, or send job order request and address data to Cornell Mail Services, then print xxx copies and deliver to Cornell Mail Services 311 East Palm Road (254-8284). Mail Services could take up to two weeks for delivery. Contact Kathy Baylor 4-8280 or Millie Sherwood 4-8288 for help/info. (3) For e-mail , send request to bulkmail@cornell.edu along with From line, desired timing, and email addresses. (4) When bulkmail gives you the go-ahead, send the message to the address provided. (5) Approve (or edit) the sample message sent by bulkmail.	If paper, fees for printing and distribution	Jim Lombardi (jl2 / 5-1421)	Consult with C&O	Approval Required