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RUTGERS SCHOOL OF ARTS & SCIENCES (SAS) STANDARD BUSINESS PRACTICE

Practice Name	Student Employee Email Usage Practice
Responsible Executive	SAS Executive Director of IT
Approval Authority	SAS Executive Dean
Responsible Office	SAS Information Technology Office

1. University Policies Governing the Practice

- Rutgers Acceptable Use Policy (70.1.1)
- Information Classification (70.1.2)
- Information Security Awareness, Training, and Education (70.1.4)

2. Reason for the Business Practice

Establish a procedure to determine when it is appropriate for a student employee to use ScarletMail for email communications related to their official responsibilities.

3. Who should read this practice

- SAS Deans
- SAS Departmental Chairpersons
- SAS Faculty
- SAS Staff
- SAS Student Employees

4. Definitions

Student Employee – Any currently enrolled student who is also employed by the university.

ScarletMail – The official university email system for use by students.

Rutgers Connect – The official university email system for use by employees.

Instructional Support Positions – Positions held by student workers in support of instruction. Student employee roles that apply are limited to graders and lecturers.

5. Practice

University policy requires the use of Rutgers Connect by employees when conducting university business, while still permitting the use of ScarletMail when employees are collaborating with students.

All University policies are subject to amendment and SAS practices will reflect such amendments as necessary. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version of the University policy and to the SAS Practice Library for the official, most recent version. Printed versions may not reflect the current practice.

Student employees, when serving in a role that supports classroom instruction (Instructional Support Positions) may use ScarletMail for activities related to their student employment provided that their work-related communications are only sent to addresses on Rutgers Connect and ScarletMail.

Student employees whose responsibilities are not solely focused on classroom support, and those whose duties require them to be granted access to non-class related information, are required to use Rutgers Connect for their work-related communications.

6. Implementation

All students whose role does not strictly conform to the Instructional Support Position as defined in this practice must have a Rutgers Connect account provisioned by the departments delegated Rutgers Connect administrator or through a request to the central OIT help desk.

Students who have a Rutgers Connect account provisioned should review the SAS IT recommendations regarding the use of both their employee account and their ScarletMail account.

Document Version History and Change Log

Date	Version	Description	Author
12/1/2023	0.1	Initial Draft	Vosseler, T.

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