



ALL UMCES EMAIL REQUEST SUBMISSION GUIDELINES

| Email Subject Matter / Topic | University Administration Point of Contact |
|---|--|
| <p>Administration & Finance <i>(e.g., university operations, general administration & finance, training)</i></p> | Stephanie Cleary (scleary@umces.edu) |
| <p>Education <i>(e.g., student affairs, faculty related information, DEI, guest lecturers, symposium/colloquia)</i></p> | Amy Griffin (agriffin@umces.edu) |
| <p>Advancement & University Communications <i>(e.g., outreach, community events, press releases etc.)</i></p> | Jennifer Harrington (jharrington@umces.edu) |

Request Submission Guidelines

1. All proposed “All UMCES” email requests ***must be reviewed & approved*** by Unit Director or Associate Director (AD) prior to all UMCES distribution request submission.
2. Any “All UMCES email” request submissions from faculty, staff or students must ***be routed through*** requestor’s home unit’s lead administrative contact (or AD) via email (unit contacts listed below)
 - AL - Unit AD (H. Johnson)
 - CBL - Unit AD (S.Hutchinson)
 - HPL – Jamie Shockley – Parks
 - IAN – Jennifer Clapper
 - IMET – Unit AD (L. Botlero)
 - MDSG – Kim Cox
3. All approved distribution requests (with all appropriate information/attachments) must be sent to University Administration POCs ***at least 3 business days prior*** to desired release date(s). This will ensure appropriate unit leadership reviews and approvals have been completed prior to university distribution.
4. Please route all questions regarding these guidelines to University Administration – Stephanie Cleary (scleary@umces.edu)