

## School of Dentistry Email List-serv Access Policy

### I. Purpose

The School of Dentistry Dean's Office and Communication's Office has been experiencing a higher volume of requests to access the School's staff and student list-servs for various reasons, including for research. List-serv access requests should be routed through the channels identified in the Procedure section.

### II. Procedure

If there are questions regarding accessing employee email addresses or list-servs, all requests should go through Molly Gage, Director of Human Resources at [mgage@umn.edu](mailto:mgage@umn.edu). If there are questions regarding accessing student email addresses, all requests should go through Dr. Mays, Associate Dean for Academic Affairs at [kmays@umn.edu](mailto:kmays@umn.edu) and Sara Johnson, Assistant Dean for Student and Resident affairs at [john6461@umn.edu](mailto:john6461@umn.edu).

Policy Owner:	Director of Human Resources
Approved by:	Council of Chairs
Approval Date:	July 17, 2019
Effective Date:	
Revision Date:	