Office of the President

Authorized Primary Senders:	College President	College Spokesperson	Vice President/General Counsel/Ethics Liaison Officer
Authorized Secondary Senders:	Chief of Staff	Director of Communications & Public Relations	Deputy Ethics Liaison Officer
Authorized Audience Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students, Board of Trustees, Retirees, Alumni		Faculty, Staff, Managers, Board of Trustees
Authorized Systems:	Mass Email, Text Message, Web Message, Official Social Media Accounts, Mass Voicemail		Mass Email

Institutional Advancement

Authorized Primary Senders:	Vice President Overseeing Institutional Advancement/Exec Dir. Foundation	Chief of Operations/Strategy	Senior Dir. Constituent Relations
Authorized Secondary Senders:	Technology Manager, Outreach & Engagement		Coordinator of Alumni Relations
Authorized User Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students, Retirees, Alumni		Retirees, Alumni
Authorized Systems:	Mass Email		

Fiscal Health

Authorized Primary Senders:	Vice President Overseeing Fiscal Health	Director, Office of Student Accounts
Authorized Secondary Senders:	Director of Budget and Fiscal Planning	NA
Authorized User Groups:	Faculty, Staff, Managers	Undergraduate Students, Graduate Students
Authorized Systems:	Mass Email	

People Operations & Employee Resources

Authorized Primary Senders:	Vice President Overseeing People Operations & Employee Resources	Director People Operations/Labor Relations
Authorized Secondary Senders:	Executive Director Employee Resources & HR Initiatives	Assoc. Dir. Organizational Effectiveness and Classification
Authorized User Groups:	Faculty, Staff, Managers, Retirees	
Authorized Systems:	Mass Email	

Note: The Dean of Students may request that an Authorized Sender of the People Operations & Employee Resources Department distribute mass communications to faculty, staff, and managers on their behalf.

Teaching & Learning

Authorized Primary Senders:	Provost & Vice President for Teaching, Learning, & Growth	Registrar	Director, Instructional Design Center	Director, Faculty Resource Center
Authorized Secondary Senders:	Vice Provost		NA	
Authorized User Groups:	Undergraduate Students, Graduate Students Faculty, Staff, Managers		Faculty	
Authorized Systems:	Mass Email			

Equity, Diversity, Inclusion & Compliance

Authorized Primary Senders:	Vice President Overseeing EDIC
Authorized Secondary Senders:	NA
Authorized User Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students

Authorized Systems:	Mass Email

Student Well-being

Authorized Primary Senders:	Vice President Overseeing Student Well-being Core*
Authorized Secondary Senders:	Director of Student Conduct
Authorized User Groups:	Undergraduate Students, Graduate Students
Authorized Systems:	Mass Email

Note: The Student Government Association may request that an Authorized Sender of the Student Well-being Core distribute mass communications to students on the Association's behalf. Approval of such requests shall be infrequent.

Student Success

Authorized Primary Senders:	Assistant Vice President Overseeing Student Success*
Authorized Secondary Senders:	Enrollment Management Specialist
Authorized User Groups:	Undergraduate Students, Graduate Students
Authorized Systems:	Mass Email, Push Notification/Chat Messaging

Public Safety

Authorized Primary Senders:	Vice President Overseeing Public Safety**	Director of Public Safety**
Authorized Secondary Senders:	Vice President Overseeing Facilities	Director of Facilities
Authorized User Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students, Board of Trustees	
Authorized Systems:	Mass Email, Text Message, Web Message, Mass Voicemail	

**Note: The Facilities Management Department and the Office of Environmental Health and Safety may request that an Authorized Sender of Public Safety distribute mass communications on their behalf. Such requests shall generally be limited to operational disruptions or compliance.

Information Technology Services

Authorized Primary Senders:	Vice President Overseeing Information Technology Services	Chief Information Officer
Authorized Secondary Senders:	Deputy Chief Information Officer	Director, Enterprise Applications Group
Authorized User Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students	
Authorized Systems:	Mass Email	

Institutional Research

Authorized Primary Senders:	Vice President Overseeing Institutional Research
Authorized Secondary Senders:	Director of Institutional Research
Authorized User Groups:	Faculty, Staff, Managers, Undergraduate Students, Graduate Students, Alumni
Authorized Systems:	Mass Email

Faculty Assembly

Authorized Primary Senders:	President of Faculty Assembly
Authorized Secondary Senders:	Vice President of Faculty Assembly

Authorized User Groups:	Faculty***
Authorized Systems:	Mass Email

*****In accordance with RCNJ Faculty Assembly Bylaws regarding membership.*

Ramapo Staff Association

Authorized Primary Senders:	President of Ramapo Staff Association
Authorized Secondary Senders:	Vice President of Ramapo Staff Association
Authorized User Groups:	Staff****
Authorized Systems:	Mass Email

*******In accordance with Ramapo Staff Association Bylaws regarding membership.*