

## **University Faculty and Staff Mail Services Guidelines**

The William Paterson University Mail Services Office provides efficient and secure mail handling for faculty and staff to support academic and administrative functions. These guidelines outline the procedures and policies for utilizing mail services effectively.

### **1. General Mail Services**

- Incoming Mail: Mail addressed to faculty and staff is sorted and delivered to designated departmental mailboxes daily.
- Outgoing Mail: Faculty and staff must prepare outgoing mail with proper addressing and ensure it meets postal regulations. Outgoing mail is collected daily from departmental mailrooms.
- Campus Mail: Interdepartmental mail must be clearly marked with the recipient's name, department, and campus address. Use reusable campus mail envelopes when possible.

### **2. Authorized Use**

- Mail services are for official University business only. Personal mail should not be processed through University mail systems.
- Faculty and staff are responsible for ensuring compliance with University and U.S. Postal Service (USPS) regulations.

### **3. Prepaid Mailings**

- All prepaid mailings, including bulk mail, metered mail, or special services (e.g., certified, express, or international mail), must be authorized in advance by the Department Chair, Dean, or Director.
- Submit a written request for approval, including the purpose, estimated cost, and account number for billing, to the appropriate authorizing official.
- Unauthorized prepaid mailings will not be processed and may result in departmental charges being reversed.

### **4. Special Services**

- Bulk Mail: Departments planning bulk mailings must coordinate with Mail Services at least two weeks in advance to ensure compliance with USPS regulations and University standards.
- Packages: Outgoing packages must include a completed shipping form. Faculty and staff should consult Mail Services for guidance on packaging and shipping options.
- Express or International Mail: Requests for express or international mail require approval as outlined in the prepaid mailings section.

## **5. Accountability and Billing**

- Departments are responsible for all mailing costs, which are charged to the designated departmental account.
- Faculty and staff must provide accurate account codes for all prepaid or special mailing requests.
- Misuse of mail services, including unauthorized charges, may result in disciplinary action and/or financial liability.

## **6. Security and Confidentiality**

- Handle sensitive or confidential mail in accordance with University privacy policies. Use sealed envelopes and secure delivery methods as needed.
- Report any lost, damaged, or tampered mail to Mail Services immediately.

## **7. Sustainability**

- Faculty and staff are encouraged to minimize paper mail by using electronic communication when possible.
- Reuse interdepartmental envelopes and recycle materials in accordance with University sustainability guidelines.

## **8. Contact and Support**

- For questions, assistance, or to schedule bulk mailings, contact Mail Services at ext. 3368.
- Operating hours: Monday–Friday, 8am-4pm.