University of Hartford
Guidelines for Access to Emails for Research Purposes

The university is receiving increasing numbers of requests from inside and outside the institution to send mass emails to faculty, staff, and/or students. These requests are generally associated with a research project. While we support the development of new knowledge, there a competing concern in considering such requests is the welfare of our community and its members. We need to ensure that privacy is protected, that any research we enable meets federal guidelines for the ethical conduct of research, and that mass emails are not overused so that at times when the university has a pressing need to use this form of communication they are not simply ignored. Accordingly, the following policies are set forth. Exceptions to these policies can be granted only by the Office of the Provost.

All requests for email and other forms of access to members of our community for research purposes must be reviewed by the Chair of the Human Subjects Committee to ensure adherence to ethical principles.

Individuals from other institutions and communities will not be granted permission to access members of the community through email. Given that the project meets the criteria above, participation may be solicited in other, mutually agreed upon ways.

Individuals within our community may request access to other members through the email system. Email addresses will never be given directly to such individuals, but in a select number of cases the Office of the Provost will facilitate such access. In considering such requests the university will be mindful of the timing of the proposed solicitation as well as the number of requests for emails for any purpose, as well as other criteria outlined below.

Members of the university community wishing to request email access to other members of the community for research purposes must:

1. Submit a Proposal Transmission Form to the Chair of the Human Subjects Committee
2. Submit a request to the Provost, answering the following questions:
   a. What is the purpose of your research?
   b. What impact will the proposed research have on the teaching/learning environment and/or curriculum for students?
   c. In what way will the proposed research benefit the university or some segment of the university?
   d. In what way will the proposed research benefit any external community or constituency?

Requests should be submitted to:

Frederick Sweitzer
Associate Provost and Dean of Graduate Studies
CC 311
University of Hartford
200 Bloomfield Ave.
West Hartford, CT 06117
Sweitzer@hartford.edu