
This policy outlines the criteria for inclusion on the four lists maintained by the Psychology Department. This is to aid in determining individuals that should be included on an email list but is not intended to be restrictive. This has come about primarily to help professional staff administer the list in a clear and transparent way.

ACADEMIC LIST academic-psych@unimelb.edu.au

Emails used to convey information about:

- Departmental meetings
- Examination dates
- Promotions
- Teaching issues
- Information contained in the 'others-psych' list

To include:

- All level B academic appointments and above
- All professorial fellows
- All research, senior research and principal research fellows
- Full time level A lecturing positions
- All Research Assistances with contract position

-Exceptions to the rule can be submitted to the web convenor or the HOD

-A person shouldn't be removed from the academic list without first consulting the web convenor or the HOD

OTHERS LIST others-psych@unimelb.edu.au

Emails used to convey information about:

- Colloquiums
- Employment opportunities
- Building / safety issues
- Research / scholarship information
- Social events

To include:

- Professorial fellows who have not held a paid position at Melbourne
- Research assistants
- Research associates

-Exceptions to the rule can be submitted to Technical Services

ADMIN LIST officestaff-psych@unimelb.edu.au

Emails used to convey information about:

- Issues specifically related to Admin staff
- Information in the 'other' list

-Exceptions to the rule can be submitted to Technical Services

TECH LIST techstaff-psych@unimelb.edu.au

Emails used to convey information about:

- Issues specifically related to Tech. staff
- Information in the 'other' list

-Exceptions to the rule can be submitted to Technical Services