

Policies Relating to Non-consensual Access to Email

This Policy references circumstances where access to Email may occur without the prior consent of the holder (see I. Introduction and Section V.E). Following is a list of University and UCLA policies that may trigger such non-consensual access pursuant to the procedures of Section V.E.

1. Policies governing sexual or other forms of harassment, specifically: Section APM-035, Appendix A of the Faculty Code of Conduct; Personnel Policies for UC Staff Members; selected Administrative and Professional Staff Program Personnel Policies; UCLA Policy 630: Sexual Harassment. Sexual harassment by students is covered by item 6 below.
2. Certain portions of policies governing access to University Records, specifically RMP-1, Section III; RMP-8, Section VIIG; and RMP-8, Exhibit D.
3. The Academic Personnel Manual, APM-015, Section II, Part II, limited to those parts headed Unacceptable Faculty Conduct; the University Policy on Integrity in Research; and UCLA Policy 993: Integrity in Research.
4. Personnel Policies for UC Staff Members; selected Administrative and Professional Staff Program Personnel Policies and selected Staff Personnel Policies.
5. All collective bargaining agreements and memoranda of understanding.
6. Policies Applying to Campus Activities, Organizations, and Students, Section 102, governing student conduct.
7. Section IV of the UC Electronic Communications Policy.

Violations of other policies can normally be detected and investigated without requiring non-consensual access to Electronic Mail. However, on occasion attention to possible policy violations is brought about because of the receipt by others of Electronic Mail. Electronic Mail, however can be forged; the true identity of the sender can be masked; and the apparent sender may deny authorship of the Electronic Mail. In such circumstances and provided there is a Substantiated Reason that points to the identity of the sender, non-consensual access to the purported sender's Electronic Mail may be authorized pursuant to the procedures of Section V.E. , but only to the least extent necessary for verifying the identity of the sender, and only for major violations of the following policies:

- Business and Finance Bulletin A-56, Section IV-H, governing sales of goods or services outside the University.
- Business and Finance Bulletin BUS-29, Section N, governing use of University materiel or property.
- Business and Finance Bulletin BUS-43, Part 3, Section X-A, governing use of University credit, purchasing power, or facilities.
- Policies Applying to Campus Activities, Organizations, and Students, Section 42.40, governing use of University properties for commercial purposes and personal financial gain.
- Business and Finance Bulletin BUS-65, Section VII, governing provision of University mailing lists to others.
- Policy & Guidelines on the Reproduction of Copyrighted Materials for Teaching & Research.
- UCLA Campus Access Guidelines for Employee Organizations.

Posting and Authority to Change

Because University policies are subject to change, this list may change from time to time. The authoritative list at any time will be posted under the listings of University policies posted on the World Wide Web. Authority to change this list rests with the President of the University acting, where policies affecting Faculty are concerned, with the advice of the Academic Senate.