



Academic Affairs Newsletter FAQs

The Academic Affairs Newsletter looks different and is much shorter. Where did all the information go?

The Academic Affairs Weekly Newsletter is now the Academic Affairs Weekly Roundup email and features only those happenings with dates or deadlines in the upcoming week, unless otherwise indicated. You can view ALL the events, activities, and happenings in Academic Affairs by visiting the [Academic Affairs Newsletter internal SharePoint site](#).

How do I get to the new AA Newsletter internal SharePoint site?

If you are logged into Microsoft 365 account with your shsu.edu email address, you can access the AA Newsletter [using this link](#).

How frequently is the news on the AA Newsletter internal SharePoint site updated?

It is updated weekly on Tuesdays.

How is the information in each AA Newsletter Weekly Roundup email selected?

The Academic Affairs Weekly Roundup email features only those happenings with dates or deadlines in the upcoming week.

How do I submit news to the AA Newsletter?

Please submit information to be featured in the AA Newsletter via [this online form](#).

What is the deadline to submit news or information to be featured in the AA Newsletter each week?

Submissions are due no later than 9 a.m. the Thursday prior to the requested publication date.

Why did my submission to the AA Newsletter get denied?

Submissions for AA Weekly must be:

- Related to academics;
- Submitted by a faculty or staff member;
- Free of grammatical errors, misspellings, and offensive language;
- Brief (75 words or fewer), include an individual's contact information, and if additional information is required, includes links (maximum two links) to websites and/or a flyer (PDF format);
- Action-oriented and include a call-to-action (e.g., apply, attend, etc.);
- Submitted by 9 a.m. every Thursday to be considered for the following week's email.



The following types of messages will not be included in the AA newsletter:

- Messages that are not in line with the university's mission and values;
- Commercial messages that support business not associated with the university;
- Political activities that advocate for or against a ballot measure or candidate;
- Messages for job postings or research recruitment;
- Marketing or advertising of programs, majors, classes, or products;
- Solicitations for contributions, charities, or participation in personal activities not related to university purposes or not sponsored by the university;
- Solicitations for non-university businesses operated by university faculty or staff;
- Messages that are discriminatory or infringe on privacy;
- Messages that have been sent to and/or included in another division's newsletter.

See the [AA Mass Email Guidelines](#) for more information.

Who is the audience of the AA Newsletter?

The AA Newsletter is available to all faculty, staff, and students who are logged into Microsoft 365 with their shsu.edu account. There is a page for faculty and staff, and a page for students within the AA Newsletter. Additionally, there are two versions of the AA Newsletter Weekly Roundup email based on audience segments: one that goes to all faculty and staff, and one that goes to currently enrolled students.

Why did the Academic Affairs Weekly Newsletter change?

Academic Affairs outgrew the previous format of the newsletter. The email newsletter could no longer effectively accommodate the number of submissions received. This new format allows for unlimited space at no additional cost, since it is a part of the Microsoft 365 subscription already provided by SHSU.

Have additional questions? Please reach out to becca.griffin@shsu.edu.