



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability	Scope	Revision/Issue Date(s)	Responsible Party	Pages
Email Signatures	All Employees	Provide all employees with the protocol of UNH email signatures	5/17/21	Associate Vice President Human Resources & Organizational Development	1

One of the most prolific ways we communicate with internal and external audiences is through email. Consistent email signatures strengthen the University of New Haven brand and create a unified University digital presence. Email signatures play a vital role when it comes to supporting and extending the University’s brand.

To avoid any potential confusion in representation of the University slogan, ideology, or brand promise, the following are not allowed within the email signature: philosophical or political statements, inspirational quotes, unapproved logos, or social media icons. For questions regarding this policy, please contact the Office of Marketing and Communications.

Personal pronouns may be shared after your name if desired. Learn more at mypronouns.org. See University sample template below:



John/Jane Doe
(They, Them, Theirs) Optional
Title
 University of New Haven
 300 Boston Post Rd. West Haven, CT 06516
 T: 203-932-7000
 E: xxxxxxxx@newhaven.edu
 W: www.newhaven.edu

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