



Academic Information Technology Department

Adjunct Faculty Email Accounts Policy

All adjunct and clinical instructors employed exclusively through the Phillips School of Nursing (PSON) will be issued a PSON email account and are required to use this account as their official method of communication for all student-facing and school-related instructional activities.

PSON email accounts must be used when communicating with students, faculty, and staff regarding academic, clinical, instructional, advising, scheduling, or other institutional matters conducted on behalf of the School. Personal email accounts may not be used for these activities.

This requirement supports consistent communication practices, enhances the security and management of institutional systems, and enables appropriate monitoring, auditing, and compliance with School and Mount Sinai Health System information security standards.

Nothing in this policy prohibits adjunct or clinical instructors from using personal email accounts for matters unrelated to instructional or student-facing responsibilities, including payroll, employment, contracting, or other personal administrative correspondence.

Adjunct and clinical instructors are expected to review their PSON email account regularly and remain responsive to official communications from the School.