

2626-Standardized Email Signature for Faculty and Staff

As email signatures have become a modern equivalent of a digital business card, a standardized signature plays a role in reinforcing our brand identity. A unified email signature promotes instant brand recognition, ensures consistency across the organization, and conveys professionalism in every communication from employees of the College.

For all faculty and staff to maintain brand consistency, and ensure clear, professional communication, all email signatures must adhere to the approved format. Branding guidelines and templates are available in the T: drive under Brand/EmailSignatures, which include all necessary contact details and instructions for your email signature in Microsoft Outlook.

Contact(s): Chief Communications Officer

Related Form(s):

References:

Relevant Policy or Procedure(s): [1109-Phone and Mail Systems](#)

Approved by: President

Date: 5/18/26

Revision(s):