FAC-List is an e-mail distribution list of all full-and part-time faculty teaching at USM managed by the Provost’s Office. It is updated regularly from Human Resources employment records. Its primary use is to communicate important information to USM faculty efficiently and affordably. In order to protect the list from overuse, a very limited number of USM staff has permission to send messages out over FAC-List. If you have a message that you would like to share with faculty via this list, you may submit it for consideration. Please observe the following guidelines:

- Your message must be embedded within an e-mail. We cannot send attachments. If you have a flier or other information you would like readers to be able to access, please upload it to a web location and include the URL in your message.
- Please keep your message as brief as possible. A few lines should suffice. Again, if your message is longer, please upload it to a web location and include the URL.
- Our commitment is to keep the number of discrete e-mails sent out over FAC-List to a minimum. With that in mind, our intent is to send ONE e-mail a week (the e-mail may include multiple BRIEF separate messages). If you wish to have your message included in that mailing, please submit it by the close of business on Friday of the week before for inclusion in the next week’s message. To the extent feasible and necessary, we will send a message out every Monday during the academic year.
- We reserve the right to edit your message and to screen it for appropriateness for this audience.
- This list is not available for personal messages such as advertising for housing.