Mail Handling at Peer and Benchmark Institutions

UHM Peer Institutions:

Colorado State University—Fort Collins  
CSU Mail Distribution sorts and processes all inbound, outbound and campus mail. The Mail Distribution and Mail Production Operations Guide provides detailed information CSU Mail Policies, including General policy, Mailings for Campus Distribution and Outgoing Bulk Mailings.

Mississippi State University—Starkville  
Mississippi State University Mail Services does not have a specific mail handling policy; however, the MSU Faculty Handbook indicates that “mail and other services, including databases, of the University may not be used in connection with political purposes or activity.”

Oregon State University—Corvallis  
Oregon State University’s Printing and Mailing Services provides information on mailing services offered for the campus; however, OSU currently does not have a specific mail handling policy.

University of Arizona—Tuscon  
The University of Arizona’s Procurement and Contracting Services handles mail preparation. While the University does not have a detailed policy, the website does provide language on mail sorting, personal mail and the sealing policy.

University of Illinois—Chicago  
While the University of Illinois does not have a detailed mail handling policy, the University Mail Service website provides information on campus mail criteria and its personal mail policy.

University of Kentucky—Lexington  
The University of Kentucky Postal Services website includes information on window services, bulk mail, distribution, rates and services. No specific mail handling policy is provided.

University of New Mexico—Albuquerque  
The University of New Mexico Mailing Services Department is the mail processing facility for UNM, excluding the University Hospital, with the function of processing incoming, outgoing, bulk and inter-campus mail. UNM official Mailing Services Policy details procedures for General Mail, Campus Mail, Incoming Mail, Outgoing Mail and Incidental Personal Use by Employees.

University of South Florida—Tampa
The USF Post Office is responsible for providing mail service to students, faculty and staff on the Tampa campus. The University of South Florida system-wide policy on mail services can be found here.

University of Utah—Salt Lake City
The University Print and Mail Services offers a wide range of mailing options for students, faculty and departments at the University of Utah. The University of Utah Policy on Campus Mailing Services outlines the services provided by and policies governing the use of the University of Utah mailing bureau.

UHM Benchmark Institutions:

University of California—Davis
The UC Davis Policy and Procedure Manual includes a section on Mail Services Policy. The purpose of the policy is to summarize policy and procedures regarding the use of the UC Davis mail system, which includes collection, delivery, mail preparation and special handling.

University of California—Irvine
The UC Irvine Administrative Policies and Procedures Manual provides information about the Policy on Mail Services, Shipping and Receiving. The University’s Distribution Services serves as the UCI’s processing hub for incoming mail, outgoing mail and campus mail.

University of California—San Diego
The UC San Diego Policies and Procedures Manual includes a subsection on its Mail Services Policy. The primary function of Mail Services is to provide delivery, collection and dispatching of official UCSD mail.

University of Colorado—Boulder
UC Boulder’s Mailing Services processes all incoming, outgoing and intracampus mail for the University. The Mailer’s Guide provides general information about UC Boulder’s Mailing Services, as well as, USPS and University Policy regarding mail handling.

University of Iowa—Iowa City
UI Mailing Services is responsible for collecting and distributing interdepartmental/campus and USPS mail. The University of Iowa Operations Manual includes a chapter on Central Mail Services.

University of North Carolina—Chapel Hill
The Facilities Services Customer Handbook includes a short section on Mail Services provided at the University of North Carolina. The University Mail Services Procedures details the use of the centralized posting system, how to address outgoing mail, sending mail and prohibitions on use of campus mail.

University of Pittsburgh—Pittsburgh
The University of Pittsburgh’s [Mailing Services Policy](Mailing+Services+Policy) details the responsibilities of University Mailing Services and all faculty, staff and students in regards to the use of University mail. The [Mailing Services](Mailing+Services) department processes all campus mail, as well as, incoming and outgoing US mail.

University of Tennessee—Knoxville
University Printing and Mail processes campus mail and incoming and outgoing USPS mail for the University of Tennessee. Although UT Knoxville does not have a specific mail handling policy, information on mailing services, such as preparation and mail pickup and delivery, are detailed on the [Mail](Mail) website.

University of Washington—Seattle
Although the University of Washington does not provide a specific mail handling policy, its [Mailing Services](Mailing+Services) website details useful information on services offered for the campus.