

## AADPRT Listserv Etiquette

The purpose of the Listserv is to improve communication among members and to help fulfill the goals of the organization.

*How can I use the Listserv most effectively?*

We ask that those sending messages via Listserv follow these guidelines so as to most effectively communicate with other members and to reduce clutter.

- Keep your messages concise, with descriptive subjects.
- Sign your messages with your name and the name of your residency or fellowship program.
- Do not send personal replies to the entire Listserv. If your reply is **not** of interest to the entire membership, please send an email directly to the originator of the inquiry without including the Listserv as an addressee.
- Do not retransmit the entire preceding pages of dialogue with each email you send. Edit your replies.
- Attachments should be avoided unless essential to the message and then must be kept small enough that the entire email is under 500 KB. Do not include graphics.

*May I use the Listserv to send out surveys?*

Due to the large number of individuals and groups wishing to conduct training surveys and the amount of member time this consumes, AADPRT reserves the Listserv for official AADPRT surveys only. AADPRT surveys are, by definition, surveys initiated or co-sponsored by the Executive Council.

*May I use the Listserv to announce job openings and new programs?*

You may use the Listserv for job postings that are relevant to residency training. This includes training director and associate training director positions, coordinator or administrator positions, and **unexpected** vacancies in residencies and fellowships. This should be limited to one message per opening. As a service to members, AADPRT also maintains a job posting bulletin board on the website. To post a position, go to [http://www.aadprt.org/jobs/jobs\\_listing\\_faculty](http://www.aadprt.org/jobs/jobs_listing_faculty). For residency vacancies, you may consider using the [APA ClearingHouse](#) webpage and the [AAMC Find A Resident](#) webpage.

Program Directors may inform their colleagues of **new** Residency or Fellowship Programs. This should be limited to one message per new program. Program Directors should not use the Listserv to advertise new tracks within existing residencies, unless it is part of a pedagogical discussion. Postings that serve primarily to promote existing programs are not permitted.

*May I use the Listserv to endorse candidates for elections?*

Members may use the Listserv to send endorsements for APA candidates, using the subject line, "APA Campaigning". You must conform to the APA's guidelines for APA candidates and supporters. You can similarly use the ListServ for other elections involving relevant psychiatric organizations.

*Who receives messages sent on the Listserv?*

All AADPRT members are automatically signed up for the Listserv. AADPRT membership includes training directors, but also a variety of other professionals involved in psychiatric education. A staff member of the American Board of Psychiatry and Neurology participates in the Listserv as an observer, does the chair of the ACGME Psychiatry Review Committee. The Administrative Director monitors the Listserv as does the representative from the psychiatry residency administrators to the AADPRT Information Committee. The administrator representative passes on any information of use to administrators in running residency programs via the AADPRT coordinators Listserv. Archived messages can only be read by members with access to the password protected part of the AADPRT website.

*How can I manage the flow of emails from the Listserv?*

1. Sign up for the digest. A digest is a compilation of Listserv responses and posts that comes as one message instead of many. To change your subscription to a digest, go to <http://lists.aadprt.org/scripts/wa-AADPRT.exe?SUBED1=AADPRT-LIST-L&A=1>, enter your name and email address, then select subscription type "Digest", and finally hit the "Subscribe" button to the left.
2. Using your email client, create a sub-folder for "AADPRT-Listsrv", and then create a rule to send all Listserv email traffic to that folder. That way, you don't get overwhelmed by the volume, and can read them when you have time. Speak to your institutional tech support for instructions for your email client.

*What constitutes inappropriate use of the Listserv?*

- Use of the Listserv for marketing is generally not allowed, but in certain circumstances, notifying members of an existing training resource or publication for sale may be appropriate. Please contact the Information Management Co-Chairs or Administrative Director with any questions.
- Never put anything in an email that you would be embarrassed to have someone read whose respect you hope to maintain.
- Do not use the Listserv to circulate jokes, forwarded humor, political commentary, or fundraising appeals (except AADPRT fundraising).
- You may not use the Listserv for political endorsements unrelated to psychiatric organizations (e.g. national elections).

- The Listserv should not be used to discuss specific problematic residents. It can be used to discuss in general problems that can emerge with residents.

*Whom should I contact with questions about the Listserv, including this document?*  
Please contact the Information Management Committee Co-Chairs.

*How can I obtain technical support for the Listserv?*  
Please contact the Administrative Director.