



AADPRT Listserv Etiquette *Updated 5/15/26*

The purpose of the Listserv is to improve communication among members and to help fulfill organizational goals. Listserv guidelines reduce clutter and improve communication.

How can I use the Listserv most effectively?

- Keep messages concise with descriptive subjects.
- Sign messages with your name and name of residency/fellowship program.
- **Refrain from “reply all”** unless your response is of interest to the entire membership.
- Edit your replies. Don't retransmit the entire preceding pages of dialogue with your response.
- Avoid attachments and graphics unless essential (keep email under 500 KB).

May I use the Listserv to release surveys?

- No. Due to the large number of individuals and groups wishing to conduct training surveys and the amount of member time this consumes, AADPRT prohibits survey distribution via the Listserv.

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

- Only postings relevant to residency training are permitted
 - Appropriate positions: TD, associate/assistant training TD, coordinator or administrator positions, and **unexpected** vacancies in residencies and fellowships.
 - Share once only
 - Preferred communication of openings, with the exception of resident or fellow-level, is thru AADPRT's Job Board (to post to job board, sign in to your account)
- One announcement of a **new** residency or fellowship program is permitted. Advertising new tracks within existing residencies, unless part of a pedagogical discussion, is not permitted.
- For residency vacancies, [click here](#).

May I use the Listserv to endorse candidates for elections?

- No
- APA guidelines specify endorsement by organizations AND campaigning by supporters are not permitted.
- Utilizing the AADPRT listserv to gather lists of individual endorsements is not permitted.

In a listserv message, may I include link(s) to websites/resources I may financially benefit from?

- Yes, so long as you disclose this fact and your primary reason for posting the link(s) is not for your financial benefit, but rather to provide a helpful resource.



Who receives Listserv messages?

- AADPRT members are automatically signed up for the Listserv. Members of the TD listserv include training directors and physician leadership of affiliated organizations (i.e. APA, ABPN, ACGME Psychiatry RC, etc.).
- AADPRT's Executive Director and IM Committee monitor the Listserv.
- Archived messages can only be read by members with access to the password-protected part of the L-soft (Listserv software) website.

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

- Sign up for the digest (a compilation of Listserv responses and posts that come as one message instead of many).
 - To change your subscription to a digest, [click here](#), enter your name and email address, select subscription type "Digest", and click the "Subscribe" button.
- Using your email client, create a sub-folder "AADPRT-Listserv", then create a rule to forward Listserv email to that folder. This function declutters your inbox. For assistance, contact your institutional tech support.

May I use the Listserv to advertise events (both in-person and virtual)?

- No. To share your event, submit an [activity request form](#) at least two weeks in advance of the activity. AADPRT will review, and if approved, include in the AADPRT weekly e-newsletter.

What should I NOT share on the Listserv?

- Anything you would be embarrassed to have someone read whose respect you hope to maintain
- Jokes, forwarded humor, political commentary, or fundraising appeals (except AADPRT fundraising)
- Political endorsements of any type
- Specifics related to a problematic resident
- Specifics related to a patient. You can ask to be contacted privately for a referral.

Whom should I contact with questions about the Listserv, including this document?

- AADPRT's executive director or the IM Committee chair

How can I obtain technical support for the Listserv?

- AADPRT's executive director or your institution's tech support.