AADPRT Listserv Etiquette
Updated 8-12-21

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

May I use the Listserv to announce job openings and new programs?
- Only postings underline 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, use the APA ClearingHouse webpage or AAMC's Find A Resident webpage.

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.

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 (ie: 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 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, visit http://lists.aadprt.org/scripts/wa-AADPRT.exe?SUBED1=AADPRT-LIST-L&A=1, enter your name and email address, select subscription type "Digest", and hit 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 2 weeks in advance of the activity. AADPRT will review, and if approved, and include in the AADPRT weekly newsletter. See form: **https://xsimple.formstack.com/forms/aadprt_nwsltr_event_submission_form**

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.

Whom should I contact with questions about the Listserv, including this document?
- AADPRT's Executive Director of the IM Committee Chair.

How can I obtain technical support for the Listserv?
- AADPRT's Executive Director or your institution's tech support.