AADPRT Listserv Etiquette
Updated 8/4/25

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. 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?
- 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.
- AADPRT also maintains a job posting bulletin board on the website. To post a position, log into your account click "Job Board" on your dashboard.
- 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.

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 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.