



GWIMS Listserve Guidelines

Purpose: In order to preserve a climate that encourages civil, open, and fruitful dialogue, GWIMS provides these guidelines for using the GWIMS Listserve. GWIMS reserves the right to suspend or terminate membership for individuals who violate these guidelines. The GWIMS listserve will be monitored by AAMC staff.

Procedures for Posting Questions

- In the subject line, concisely and clearly state the topic area of your question using the archives subject list (included below).
- Concisely and clearly state your question(s).
- Indicate whether you wish to receive responses that are:
 - both positive and negative (e.g. “My institution does not have such a program”)
 - Only positive (e.g. “Yes, we have such a program”).
- Include your signature tag with your name, affiliation, location, and e-mail address.
- Include the following in the body of your email **in bold:**
“Please respond directly to me. Please do not hit “reply all”.
Your response, contact information, and institution will be included in a single compiled response that will be shared with the list serve.”
- Send your question to gwims@lists.aamc.org
- Compile the responses to your query in a Word document within 2 weeks of your original post. Include each response as well as the respondent’s contact information, and institution. Email the compilation to the GWIMS Listserve.

Procedures for Responding to GWIMS Listserve Questions

- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- **Do not reply all. Send your response to the Poster ONLY. Do not send your message to the entire list.**
- Send any specific messages (such as "thanks for the information" or "me, too") only to the poster --not to the entire list.

Rules (Dos and Don'ts)

- Send your message/question only to the most appropriate list(s). Do not post the same message on multiple lists; this is a form of ‘spamming.’
- Use caution when discussing specific products. The information posted on the Listserve is visible to all group members, and comments are subject to libel, slander, and antitrust laws.
- Remember that GWIMS and other e-mail list participants have the right to reproduce postings to this Listserve.
- Do not send administrative messages, such as remove me from the list, through the Listserve. Instead, use the Web interface to change your settings or to remove yourself from a list. If you are changing your e-mail addresses, you do not need to remove

yourself from the list and rejoin under your new e-mail address. Simply change your settings.

- Do not post commercial messages on the Listserve. Contact individuals directly with product and service information if you believe it would help them.
- Do not challenge or attack others. The Listserve is intended to stimulate conversation, not to create contention. Allow others to express their opinion, just as you may.
- The AAMC does not allow posting of institutional job descriptions or announcements on any of its discussion lists. The AAMC offers a networking tool for job seekers and employers at Career Connect.
- Any defamatory, abusive, profane, threatening, offensive, or illegal statements materials are strictly prohibited.

GWIMS reserves the right to suspend or terminate membership for individuals who violate these guidelines.