

GFA Listserv Guidelines

Purpose: In order to preserve a climate that encourages civil, open, and fruitful dialogue, the GFA provides these guidelines for using the GFA Listserv. The GFA reserves the right to suspend or terminate membership for individuals who violate these guidelines.

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 gfa_listserve@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 GFA listserv. Responses will be catalogued by topic and posted on the GFA website archive.

Procedures for Responding to GFA Listserv 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.
- 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)

- Please note carefully all items listed in the disclaimer and legal rules of the GFA Listserv, particularly the copyright ownership of information posted to the listserv.
- 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 listserv is visible to all group members, and comments are subject to libel, slander, and antitrust laws.
- Remember that the GFA and other e-mail list participants have the right to reproduce postings to this listserv.
- Do not send administrative messages, such as remove me from the list, through the Listserv. 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 listserv. Contact individuals directly with product and service information if you believe it would help them.
- Do not challenge or attack others. The listserv is intended to stimulate conversation, not to create contention. Allow others to express their opinion, just as you may.
- Any defamatory, abusive, profane, threatening, offensive, or illegal statements materials are strictly prohibited.

GFA Listserv Archive Categories

1. Appointments & Titles
2. Compensation & Benefits (HR)
3. Diversity/Gender/Equity
4. Faculty Development
5. Faculty Performance Reviews / Department Reviews
6. Faculty Satisfaction
7. Mentoring
8. Operations and Organizational Structure
9. Policies
10. Promotion & Tenure
11. Recruitment, Hiring, & Termination
12. Other