



**Association of
American Medical Colleges**
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Group on Institutional Planning (GIP) Listserv Guidelines

Please follow these important guidelines:

- To ensure we can support the candid, timely, and authentic exchange of concerns, ideas, and advice, please respect our shared understanding that these discussions should remain within the GIP community and our institutions.
- Include your name, title, institution, and email address in the body of each email message you send.
- Identify the specific topic of your message in the subject line of your email.
- Be concise.
- Be aware that when you use the “reply” function to a listserv message, your response goes to all listserv subscribers. If you wish to respond privately to an individual, do not hit the “reply” button; instead, send a message using that individual’s direct email address.
- If you would prefer your message to remain anonymous, please email Molly Krafcik directly at mkrafcik@aamc.org and we will distribute the message on your behalf.
- Only send a message to the entire list when it contains (or solicits) information that everyone can benefit from.
- 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.”
- The GIP listserv is moderated. This means that all messages will be reviewed by the listserv manager before posting. This is intended to minimize redundant requests for information and to avoid overwhelming the system with messages that result from automatic response functions such as out-of-office alerts.

To send a listserv message, please send your posting to gip@lists.aamc.org.

Only messages from the email account by which you subscribed to the list will be accepted by the system.

If you wish to unsubscribe, send a blank message to unsubscribe-gip@lists.aamc.org.

General AAMC Listserv Rules

Thank you for being a part of the Association of American Medical Colleges (“AAMC”) listserv community. The AAMC listservs are a medium to solicit the advice of your peers, benefit from their experience and participate in an ongoing conversation. To ensure the best possible

experience for all community members, the AAMC has established the following expectations and rules for participation.

Acceptance of Listserv Expectations and Rules

By using these email lists, you agree that you have read and will follow these expectations and rules throughout your AAMC listserv participation (“Expectations and Rules”). In addition, your use of the listservs are governed by the [AAMC Website Terms and Conditions](#) and [Privacy Statement](#), as amended from time to time. If you have any questions about these Expectations and Rules, please contact the Group’s Program Director.

You understand that AAMC reserves the right to revise these Expectations and Rules from time to time without providing notice to you. Your continued use of the AAMC listserv(s) after such revision marks your acceptance of the Expectations and Rules as revised. We recommend that you review these Expectations and Rules regularly, as they are subject to change.

In order to preserve a climate that encourages civil, open, and fruitful discussion, the AAMC reserves the right to suspend or terminate participation on any or all listservs for community members who do not comport themselves in a manner consistent with these Expectations and Rules.

Remember, all information posted on the listserv is visible to all community members of that listserv, including AAMC staff.

The Rules

Antitrust and Competition

- No posting may contain information that violates antitrust laws.
- The antitrust laws generally prohibit agreements among competitors on price, salaries, or other topics affecting the ways they compete against each other. Those laws can also prohibit talking about those topics or exchanging information, if that discussion or exchange leads to a lessening of competition. The antitrust laws apply to for-profit and nonprofit institutions, including colleges, universities, and hospitals, and prohibit agreements reducing competition for students, medical residents, doctors, and other employees.
- In light of this prohibitions, do not communicate on the listserv for the purpose of agreeing with others, or post any non-public material, on competitively sensitive topics such as:
 - Current or future prices, billing rates, billing procedures, managed care discounts, or reimbursement levels;
 - Tuition, fees, financial aid methodologies, awards or packages;
 - Salaries, wages, stipends, fringe benefits, or any terms of employment;
 - Credit terms;

- Statements about what constitutes fair, appropriate, or “rational” price or profit margins;
 - Confidential business or strategic plans regarding future product or service offerings;
 - Statements about allocating markets or encouraging collective activity against third-party payers, hospitals, suppliers, or other entities;
 - Statements inviting others not to compete in any market;
 - Statements about boycotting another’s business;
 - Statements disparaging the business practices of individual organizations, suppliers or others; and
 - Information that could otherwise reasonably be construed as an agreement or invitation to reduce competition.
- Do not post any non-public information about any ongoing litigation relating to antitrust, employment matters, or other topics.
 - Note: you may post factual information about your personal experience with a product or service if you have been asked for such information. Please contact individuals directly with product and service information if you believe it would help them.

Commercial in nature

- Do not post commercial messages on the listserv. Commercial, or promotional, messages are messages with the primary purpose to advertise or promote a commercial product or service, including content on a website operated for commercial purposes. Said another way, messages for a commercial purpose inform of or offer something for sale. A reference to a commercial entity or a link to the website of a commercial entity does not alone make it a commercial email.
- AAMC policy prohibits the use of listservs to advertise job openings. However, position announcements that appear on the AAMC’s [CareerConnect](#) may be linked via the listserv.

Copyright

- Respect copyrights of others.
- By posting material, the posting party represents that they either own the copyright with respect to such material or has received permission from the copyright owner.
- In addition, the posting party grants the AAMC and its listserv community members the nonexclusive right and license to reproduce, modify, and distribute their posted material, to the extent it is not copyrighted by others.

Courtesy

- Don’t challenge or attack others. The discussions and comments are meant to stimulate conversation and not to create contention. Let others have their say, just as you may.

- All defamatory, abusive, profane, threatening, offensive, or illegal posts or materials are strictly prohibited. Do not post anything that you would not want the world to see, or that you would not want anyone to know came from you.

No Confidentiality

- Think before sending confidential information. The burden is on you to be sensitive to the contents of what you post.
- Once you hit send, your message is delivered. There is no guarantee that your message could be recalled after the fact, even if you try and contact us.

Politics

- Do not post statements in support of, or in opposition to, a candidate for public office.

Disclaimer

Listservs are provided as a benefit by the AAMC to its members. The AAMC is not responsible for the opinions and information posted on the listserv, except if posted by an AAMC employee within the scope of their employment. The AAMC disclaims all warranties with regard to information posted on the listserv, whether posted by the AAMC or by third parties. In no event shall the AAMC be liable for any special, indirect, or consequential damages, or any damages whatsoever resulting from loss of use, data, or profits arising out of or in connection with the use or performance of any information posted to a listserv.