***(Note: President Fithian requested that Steering put together a set of guidelines for the Clark Listservs as kind of a best practice. This document will sit in the Academic Affairs site and will be distributed at the beginning of each academic year. We look forward to your input at the next Faculty Assembly).***

Guidelines for Listserv Etiquette:

The following is a list of etiquette guidelines faculty are expected to adhere to when posting to any of the Clark University listservs. This includes the Faculty Assembly List, the Faculty Announcements List, the Faculty General List, and applies tofull and part time faculty. It also includes any staff members working or posting on your behalf.

Please remember, these listservs exist to help us communicate and exchange important information regarding university business including, for example, response deadlines and/or timelines for completing tasks. They also are a channel for sharing new ideas and skills that directly pertain to the Clark community. Since there are so many people subscribed to these lists, it is important that everyone utilize the listservs appropriately.

Please follow these simple guidelines.

1) Before posting a message to a listserv, consider if it involves a topic that has broad appeal and application. Ask yourself if the topic is something that most recipients would find of interest and please be considerate of the volume of e-mail that we receive each day.

2) Please do not forward to the listserv an email that was sent to you personally unless you have permission to do so from the originator of the email. An author or originator of the email may not want it broadcast to the listserv. Therefore, please do not forward emails to the listserv without prior written approval from the author/originator.

3) Please do not forward and email from the listserv to any party not on the listserv without the permission of the person who made the initial posting on the listserv.

4) Do not “flame” or attack others. Personal attacks on others are not consistent with the purpose of University listservs.Flaming includes derogatory comments, personal attacks, ridicule, excessive sarcasm and/or derogatory innuendo. Using a listserv in this manner contradicts the core values of the University outlined in the Administrative and Staff Compact and violates the Statement of Professional Ethics as outlined in the Faculty Handbook, as well as Clark’s Statement on Freedom of Expression and Community Values as described in the Human Resources General Employment Policies.

5) The discussions on the listservs are meant to stimulate conversation, not create contention. It is expected that listserv members will respect the views of others on the list in all online  
conversations, regardless of how different the others’ views are from their own. The Clark community can have a spirited debate without engaging in personal attacks or the behavior described above.

6) All disparaging, defamatory, and/or abusive behavior on a listserv is strictly prohibited. Members can send an email to either the Faculty Chair, Dean of the Faculty, or the Provost to file a complaint against a prohibited message from another member. The complaint will then be sent to Executive Steering for review. If in the view of Executive Steering, a violation has occurred, the subscriber will be issued a warning. If the activity continues and the subscriber is unable to comply with these listserv etiquette guidelines, that person will be censured and removed from the listservs. (Obviously, if there is a conflict of interest, the appropriate members of Executive Steering will recuse themselves).

7) Postings that are sexual in nature or that use obscene or profane language are inappropriate in the workplace and are prohibited. Postings containing slurs or comments that degrade a person or group based on race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification violate the law, put the University at risk, and are strictly prohibited. Postings of this type may violate Clark’s Harassment and Discrimination Prevention policy (as described in the Faculty Handbook).

8) When you reply to a listserv email, please remember that ALL recipients will receive your response. Do not reply to the listserv UNLESS you are ABSOLUTELY sure you want everyone to receive your message. Most of the time, it is not necessary to reply to the entire group.