ListServ Protocol & Policies

DEANS LISTSERV: ccas-deans@lists.wm.edu
ASSOCIATE/ASSISTANT DEANS LISTSERV: ccas-aa-deans@lists.wm.edu

HOW THE LISTSERVS WORK

CCAS maintains two active ListServs to facilitate discussion and networking among its members: Deans ListServ and Associate/Assistant Deans ListServ. Those eligible to subscribe are member deans, associate deans and assistant deans; subscriptions are based upon decanal role. Those no longer meeting the eligibility requirements should write to *ccas@wm.edu* to be removed from the list. These are unmoderated ListServs.

Postings receiving at least four responses will be summarized and archived on the Deans Knowledge Base (DKB) at *ccas.net>Resources*. (Discussions of specific vendor products will not be posted.) Members can read the summaries after logging in with their personalized ID.

PURPOSES OF THE CCAS LISTSERVS

1. To query fellow deans (associate/assistant deans) about institutional practices and policies
2. To help form multi-institutional panels for the CCAS Annual Meeting
3. To seek names of faculty who might serve as peer reviewers for promotion and tenure decisions
4. To survey others about institutional practices. Typically, instructions indicate that responders should send responses directly to the sender rather than posting to the ListServ
5. Please refrain from posting
   — Job announcements
   — Notices of conferences offered by other parties

ADVICE

- Be sure the Subject line clearly and concisely states the actual topic you are addressing.
- Consider searching the DKB prior to posting to see if the topic has recently been discussed, or to fine-tune your query based upon what is not covered in a similar discussion thread.
- Postings that are concise and don't require long, detailed responses receive the most activity.
- Use a signature tag that includes your full name, affiliation, and e-mail address. Including your email address is particularly important so that someone can respond to you off-line.
- In no case should messages be forwarded or copied to others outside the list without the consent of the person posting the original message.
- Hitting *Reply* will send your message to everyone on the list. To respond to an individual, write directly to the poster's email address.
- Refrain from sending personal comments such as, "me, too," "thank you," etc. Only reply to the entire list if it benefits everyone.

ISSUES WITH POSTING

The ListServs will only recognize emails from subscribers. Occasionally a dean is subscribed under an email that differs from his/her outgoing alias email (which you may not realize). If you receive an error message, forward it to *ccas@wm.edu* so that the issue can be resolved.

Requests for changes to your subscription
To be removed from the list, write to *ccas@wm.edu*; please note a change in position, if appropriate. If you prefer to receive a single email daily (a digest) rather than each individual posting and response, please so request to *ccas@wm.edu*.

CONDITIONS & DISCLAIMER

By using the CCAS Dean ListServs, you agree that you have read and will follow the rules and guidelines established. In the event that any inappropriate posting is brought to the attention of staff, Board of Directors or otherwise, CCAS reserves the right to take appropriate action in response, including but not limited to terminating access to any user who does not abide by the guidelines. CCAS accepts no responsibility for the opinions and information posted on the Dean ListServs by others.