

ACADEMIC SENATE LISTSERV GUIDELINES

The Academic Senate provides three public listservs for the academic community of Pratt Institute. The Senate does not control content of messages, which is the responsibility of each sender and does not necessarily reflect the endorsement by the Academic Senate or Pratt Institute.

academic-announce is strictly for announcements.

academic-forum is intended to be a free and open community discussion forum.

senate-constituents (formerly named "senate-reps") is for Senate constituents (faculty, chairs and persons that teach)- to be used by the Senate for communicating senate actions and issues under discussion.

List participants are expected to express themselves with sensitivity and consideration for others. The list administrator therefore reserves the right to take whatever actions are deemed necessary and prudent to maintain a free and lively forum.

GUIDELINES

First posted December 2002; amended and ratified by the Academic Senate, November 2003.

1. Obey Pratt Institute policies or codes < <http://ac.pratt.edu/aboutac/policies.html> > and state and federal laws, as they relate to computer and network use. 2. As a subscriber, you are responsible for the content of the emails you send. Please be aware of this before sending a message.
3. Do not use the listserv to harass, threaten, libel, slander, or otherwise cause harm to individuals or groups whether by direct or indirect means.
4. Do not transmit proprietary, or unauthorized copyright-protected material.
5. Be polite. Without the visual and audio clues of speech, if your words could be taken the wrong way, they will be. Be clear and civil, and remember that irony and sarcasm really don't carry over well with plain text.
6. Try to stay on topic. Keep your messages short; succinct is good. Long and rambling is not.
7. Make sure your subject line is accurate. If the subject of discussion veers off into other directions, take a couple of seconds to change the subject.
8. Replying to a message sends the message to everyone in the listserv. To reply to a specific person, please be sure to change the address before replying.
9. When replying publicly to a previous posting on the list, copy just enough of the original posting to put your reply into context and minimize the amount of text. Keep it brief and clear.
10. Keep your signature lines small - no more than 6 lines, preferably three.

11. DON'T SHOUT IN YOUR MESSAGES (all caps is considered shouting and will be perceived as rude) Use them sparingly for emphasis only.

12. Don't post messages in HTML, binaries, or word-processing attachments. Use plain text.

Additional Resources on Netiquette

A Beginners guide to Effective E-mail: <http://www.webfoot.com/advice/email.top.php>

Netiquette from Wikipedia: <http://en.wikipedia.org/wiki/Netiquette>

ADDENDUM

Adopted by the Academic Senate, April 12, 2005

13. Questions and comments regarding personal technical difficulties with little evidence of larger community interest, will be directed, privately to the Senate Assistant, who has been tasked to address such issues.

14. The Academic Senate will provide in-person, telephone and e-mail technical assistance to any Senator and listserv subscriber at a location of the user's convenience, to help with any technical problems in accessing the forums, listservs or any other Senate online services.

QUESTIONS AND ASSISTANCE

Contact the Assistant to the Senate, sen-asst@pratt.edu ListOwner, if you have questions about Listserv guidelines and for general Listserv assistance.