Listserv Guidelines

1. Please use a descriptive subject line to make it easier for readers. If you are responding to an earlier email but changing the subject, the subject line should also be changed.

2. "Reply to all" is the listserv default setting. If you are really writing to only a single person (e.g., "thanks!" "me too," etc.), change the "to" line so that the listserv doesn't get cluttered with emails intended for only a single person.

3. The listserv is a professional forum, with subscribers expecting that responses to their posts will be respectful and considerate. Vigorous debate is welcome, but responses likely to be perceived as an attack on a person, group, and/or institution are not appropriate. If you are uncertain about how your response will be perceived, consider whether the email should be sent directly to another listserv subscriber rather than posted to the entire group.

4. Commercial messages should not be posted on the listserv. However, the following types of messages are acceptable:

   a. Job postings for positions related to higher education assessment are welcome.
   b. Promotion of events related to higher education assessment (e.g., conferences, webinars, workshops) are allowed even if there is a cost for attendance. The number of messages about a single event should not be excessive.
   c. Postings regarding items-for-purchase related to higher education assessment (e.g., new books) are allowed if the focus of the posting is on the content of the material and, therefore, likely to be of broad interest to listserv subscribers. The number of messages about the item should not be excessive.

5. Unsubscribe information is available at the bottom of each listserv post. Please do not send requests to unsubscribe to the listserv itself.

6. Users should not post messages that violate copyright or other intellectual property laws.

7. A digest version of the listserv is available and can be used by subscribers preferring to avoid multiple daily emails. Subscribing to the listserv or the digest option can be done through this site: https://lsv.uky.edu/scripts/wa.exe?SUBED1=ASSESS&A=1