BAAC 2015 Listserv Guidelines:

The BAAC e-mail distribution list is for official, noteworthy information that is useful to all campus advisors and other relevant members of the university. The BAAC-L listserv is an important tool for advisor communications on the Bloomington campus, but its effectiveness can be diminished if list members receive too many messages that they do not perceive to be relevant or appropriate from the list. Our adherence to the guidelines above will help the list function effectively and efficiently for all of us.

The BAAC Steering Committee has approved the following guidelines for use of the BAAC-L listserv:

I. The listserv is for sharing professional and university-related information (some examples of noteworthy information worth sending over the listserv are information about new courses or revised course numbers, relevant advising articles/resources, advising awards, new advisors/staffing changes and retirements). Please do not use the list for personal or promotional purposes.

II. Messages should be sent only once.

III. The use of attachments should be avoided if possible. Limit the size of messages to 4MB or less, including all attachments. Please provide relevant links or embed images into the body of the email instead of posting flyers whenever possible.

IV. The subject line of the message should clearly indicate the topic of the message.

V. Messages related to programs or events not sponsored by IU should be vetted by the appropriate IU personnel before posting.

VI. If you have a question about the appropriateness of the information you wish to send, contact the president of BAAC.

VII. Please note that job postings generally should not be advertised on the BAAC listserv. If you have a position that might be an exception to this, please contact the president of BAAC.

VIII. Messages will not be screened by the list owner. The BAAC listserv will rely instead on the common sense and discretion of list members in conforming to these guidelines. Individuals are responsible for the content of the messages they send over the listserv.

IX. Irresponsibility in following these guidelines will result in removal from the BAAC listserv.

These guidelines will be posted to the BAAC listserv at a minimum of once a year during the Fall semester to ensure that users follow the guidelines appropriately.

Note: Being on the BAAC listserv, which is open to most IUB employees, does not indicate membership in BAAC. Being a member of BAAC requires completing an annual membership application and meeting eligibility requirements.