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## ACADEMIC LEADERSHIP COUNCIL LISTSERVS

AOTA- Academic leadership Council Listservs provide opportunities for members of the Academic Leadership Councils to network, exchange ideas, share experiences, and offer solutions to everyday workplace issues via e-mail. There are four separate “**CLOSED**” listservs:

- OT-ALC Listserv .....Program Directors and Chairs of OT Programs
- OTA-ALC Listserv..... Program Directors and Chairs of OTA Programs
- AFWC -ALC.....AFWC’s
- DCC-ALC.....Doctoral Capstone Coordinators

While AOTA retains the right to remove any messages from this site that do not meet the purposes stated above, AOTA staff cannot review each message to determine its accuracy or truthfulness or determine if the content of any message contains any prohibited material referenced in the following guidelines.

Consequently, any reader who is offended by any message, or who finds that any message violates the guidelines should report the message to [educate@aota.org](mailto:educate@aota.org).

**The following guidelines are intended to help you get the most benefit from the Listservs and to protect the good of all parties.**

1. Listservs may **not be used for job advertising** or for recruiting faculty.
2. Listservs may **not be used for the sale of services or products**, but members may make suggestions in direct response to a posted question such as recommending the use of a specific assessment or naming a company where a product may be found.
3. Listservs may **not be used to recruit research participants** or post surveys.
4. Listservs may **not be used to distribute programs materials used for promotion** of the programs such as newsletters etc.
5. Do **not** post any information or other **material protected by copyright** without the permission of the copyright owner. An exception to this is that it is possible to quote a portion of copyrighted material where it is quoted in connection with a scholarly analysis, research, or comment on the work.
6. Do **not post messages** if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly **leads to price fixing, a boycott of another's business**, or other conduct intended to or that results in illegally restricting free trade.
7. Do **not facilitate or engage in inappropriate discussions relating to people, entities, products, costs, rumors**, and other similar matters. Information posted on the lists is available for all to see, and comments are subject to libel, antitrust, and a variety of other laws.
8. Maintain **professional standards and common courtesy** in e-mail messages, avoiding the use of insults, slander, profanity, or obscenities. Do not divulge confidential information or information that may cause harm to a consumer or client. Review postings before sending, especially on topics which may be controversial as hastily composed, unclear messages can easily be misinterpreted.

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9. Restrict discussions to topics best suited to the medium. Only send a message to the entire list when it **contains information from which everyone can benefit**.
  10. **Clearly state the specific topic of the comments** in the subject line to allow members to respond more appropriately and for automatic message archiving.
  11. **Include a signature tag on all messages**. Include your name, affiliation, location, and e-mail address.
  12. **Do not send messages such as "thanks for the information" or "me, too"** to the entire list; these are messages for individuals. To send a message to an individual, forward the message, then type in the e-mail address of the individual to whom you want to respond.
  13. **Do not post anything that you would not want the world to see** or that you would not want anyone to know came from you, as the discussions are meant to stimulate conversation, not create contention.

General information and promotional materials may be posted on CommunOT.

(Note: AOTA, as sponsor and administrator of the Listservs, from time to time will alert members of products and services available from AOTA or make requests for assistance or participation in surveys when in the best interests of AOTA members or strategic priorities).