

SECTION, SECTION COUNCILS, AND APC COMMITTEE LISTSERV POLICIES

LISTSERV PURPOSE: The primary purpose of the Section listservs is to encourage networking and support for professional issues within each membership community. Currently, all listservs are **not moderated** in an effort to promote transparency and openness for professional, collegial, and timely discussions. If listserv etiquette is not followed, it may become necessary to moderate listservs, which then involves staff in reviewing all email messages, before they are released to the listserv.

LISTSERV ETIQUETTE: When you are replying to a listserv message, you are replying to **ALL** members on the particular listserv. Please remember that if you prefer to write a direct message or congratulatory note to an individual member, you should use the **“forward”** function, then enter your target recipient’s email address. Always include your email address in the content of your email message or signature line, so you can receive direct messages that are not necessary nor informative for the whole listserv membership. Be aware that, on occasion, email traffic becomes overwhelming to some listserv subscribers, who then request to be unsubscribed. Those who unsubscribe lose the opportunity to learn and stay engaged in these valuable professional networks. This underscores the importance of maintaining good listserv etiquette.

- **How do I know if the email I got is from the listserv?** When an email appears in your inbox with the prefix “{SECTIONE-List}”, and the sender’s email address is listed as *section@apc.memberclicks.net*, this indicates the message is being distributed through one of APC’s listservs. The “to” line will only list your name. *Be careful*– replying to the message will distribute your reply to ALL members of the listserv!
- **Best Practices:** The most important thing you can do to help your fellow members is to add your email address to your email signature – always. This enables other members to email you directly with a response, rather than having to reply to the whole listserv to get in touch.
- **How do I reply to a listserv message?** If you click Reply on ANY listserv message, you will be replying to the listserv address, and everyone else in the Section will receive the reply. If you intend to reply ONLY to the sender, you need to use the “forward” function and add the direct email address of the sender. DO NOT use the REPLY button.
- **Mistaking listserv email for private email addresses:** When you search your email inbox for a colleague’s email address, please be aware an email you received from an APC listserv may look like it came directly from your colleague. Please be sure to double-check the email address by opening the message and looking at the “from” line. Make sure the “from” address is the individual’s (e.g. *jdoe@schoolofmed.edu*) and not the listserv’s address (*section@apcprods.org* or *section@apc.memberclicks.net*).

LISTSERV PRIVILEGES: As a member of a Section, the email address that is affiliated with your APC account is the email address from which you should write your message to post onto the listserv. Email addresses that are slightly different or those that have alternate domains are automatically rejected by the listserv engineering. If you need to update your email address, which is typically your default username for APC members-only access), please contact the APC Office at: info@apcprods.org. If you’ve forgotten your password, on the logon screen, click “Forgot your password?” and follow the instructions.

SECTION COUNCILS

APC Council: apccouncil@apcprods.org
PRODS Council: prodscouncil@apcprods.org
PRODS Council+: prodscouncilplus@apcprods.org
PDAS Council: pdascouncil@apcprods.org
UMEDS Council: umeds@apcprods.org
GMEAS Council: gmeascouncil@apcprods.org

APC/CHAIRS COMMITTEES

Advocacy Committee: advocacy@apcprods.org
GME Committee: gme@apcprods.org
LD&D Committee: ldd@apcprods.org
P&M Committee: practice@apcprods.org
Research Committee: research@apcprods.org
UME Committee: ume@apcprods.org
Senior Fellows Group: seniorfellows@apcprods.org

SECTION MEMBER TYPES

apc@apcprods.org	– all Chairs, Vice-Chairs, and Senior Fellows
chairsonly@apcprods.org	– Chairs only
seniorfellows@apcprods.org	– Senior Fellows only
prods@apcprods.org	– all Program Directors and Associate Program Directors
pdas@apcprods.org	– all Department Administrators (Regular and Associate, pending 2019 Bylaws approval)
umed@apcprods.org	– all pathology Course Directors and Medical Educators
gmeas@apcprods.org	– all GME Residency and Fellowship Program Coordinators.

*Please note: There is not a listserv for pathology subspecialty **Fellowship Program Directors**, who are not otherwise eligible for membership in APC (i.e. also a residency program director). However, inquiries to fellowship program directors can be addressed to the representative of a particular specialty who is a member of the APC Fellowship Directors Ad Hoc Committee listed at: www.apcprods.org/fdahc.*

DISCUSSION THREADS AND ONLINE DIRECTORY: You are able to view past messages and threads by logging into your APC account (under the Home menu, click and logon at “View My Profile”), and find the “Message History” drop-down menu link to see archive messages. After logging in, you can also search for other members in the online membership directory.

OTHER RESTRICTIONS:

1. **FILE SIZE:** There is a file size limit of 5 MB. A message with an attachment or combination of attachments that is greater than 5 MB in size will be rejected from the listserv.
2. **CC ADDRESSES:** If an email address is cc'd, along with the listserv address in the “to” line, the cc'd email address will NOT show up on the listserv message, but the message will be delivered to the cc'd address.
3. **UNEXPECTED FELLOWSHIP OPENINGS:** PRODS Council has established a *policy of limiting fellowship opening announcements to positions that are 18 months or less out from matriculation*. For example, positions matriculating in July 2020 could be announced in January 2019, but not sooner. Unexpected openings (vacated positions) would generally fall well within the 18-month cut-off, so they would not be affected.
4. **JOB POSTINGS:** Individuals in any Section may post a job announcement directly. However, the *job must be directly related to the member's home institution or program*. Keep in mind to include the email address to which respondents should directly reply. Remember: For these and other job announcements, APC has a paid Job Board online, which has broad national visibility – see <https://careers.apcprods.org/>.
5. **SURVEYS/POLLS:** Surveys or polls from members working groups or other organizations outside the APC membership, must first be discussed and approved by the Section Council(s) to whose members the survey will be directed. Surveys are evaluated based on relevancy to the member constituents, quality of the survey questions, and willingness of the survey authors to provide Councils with access to data collected and prior review of any publications resulting from the survey data. **References to APC members as participants in surveys will only be permitted with expressed prior permission of the APC Executive Office.** Survey/poll approval inquiries may be directed either to the APC Office at info@apcprods.org or directly to the relevant Section Council Chair(s).
6. **ADVERTISING:**
 - a. *(From APC Bylaws)* Every effort will be made to maintain member communications, via listservs or other print or electronic means that are free of commercial bias. Only communications that are educational in nature or that enable members to make informed product decisions will be accepted for distribution using the Association's membership communication mechanisms. In general, the Executive Director will have the authority to determine the acceptability of material for distribution to members.
 - b. Registrants to the APC Annual Meeting agree to the use of their email address to receive APC information and advertising messages from annual meeting sponsors, approved by the APC Council or Executive Office. Any non-APC advertising transmitted by the APC does not constitute endorsement by the APC of any products or services.