

**ETIQUETTE FOR ADFM CHAIRS' AND ADMINISTRATORS' LISTSERVES**  
**As of March 2017**

**Chairs listserv membership:**

The ADFM Chairs' Listserv is one of the most valued resources for Chairs in ADFM.

**Participation on the Chairs' listserv as approved by the Board includes:**

- Regular Members (Chairs of DFMs) of ADFM
- ADFM staff
- Past chairs, who have made substantial contributions to ADFM communications and with special agreement of the Executive Committee and the current chair of the affected department
- ADFM Board Liaisons from ABFM and AAFP
- Director, Division of Education, AAFP
- Vice President for Research and Policy, ABFM
- STFM Presidential Triad, Executive Director, and CFO
- Council of Academic Family Medicine (CAFM) Chair
- AFMAC Chair
- Director, Graham Center
- Canadian Liaison to the ADFM Board

**Administrators' listserv membership:**

**Participation on the Administrators' listserv as approved by the ADFM staff:**

- Associate Members (Senior Administrators of DFMs) of ADFM
- ADFM staff

**General Etiquette for both listserves:**

- Only members of the listserv may post items, though they may ask others to serve as resources for their entries
- **Reply to the individual alone**, without contacting the whole listserv when appropriate (e.g., when congratulating; members of the Executive Committee or the Board of Directors may reply all since this is symbolically important when congratulating new or established members)
  - **If you send the first note letting the listserv members know about something noteworthy that is likely to generate a lot of email response (a transition, an added role, a nomination, etc.), please put the individual you are congratulating in the "to" line and the listserv in the "blind copy (BCC)" line so that replies will automatically go to the individual privately**
- No personal attacks
- Include the chain of the discussion
- Brevity is a virtue

**What can and cannot be posted:**

- Sharing of **specific salary information for an individual or a position is not allowed** as it violates antitrust laws that promote fair competition in the marketplace.
- **Forwarding of material:** Many ADFM members wear multiple leadership hats. It is vital that personal opinions and conversations not be forwarded for purposes of informing outside organizations of our conversations. Before forwarding any messages, please consider these points:

- Does it pass the “Front Page Test?”: if the material were made public, would any individual or department or ADFM as an organization be compromised?
- Has the writer given permission for the email to be forwarded?
- Can the email be “sanitized”? deleting names, addresses, and locations from the email prior to forwarding?

**No surveys** beyond those within standard ADFM operations (e.g. Annual survey, financial survey, occasional "quick hitter" surveys on urgent issues as determined by the ADFM Board of Directors) may be sent over the listserve. Exceptions to this rule are made for one annual survey of Chairs and one annual survey of all CERA members approved by the CERA Steering Committee (whose membership includes an ADFM representative) and use of ADFM data approved in advance according to the ADFM Data Use Policy. ADFM does not entertain requests for use of our listserve for surveys or other purpose beyond ADFM operations surveys and the annual CERA surveys. Similarly, individual email addresses of members are not allowed to be used for survey purposes unless approved according to ADFM's Data Use Policy.

- **Job postings and other advertisements:** Questions about managing personnel or searches (how to find people, best places to look, etc.) or announcements of chairs/administrators stepping down and searches for new ones are appropriate. Job postings/advertisements are not generally allowed on the Chairs' listserve, except for the following types of positions in US and Canadian departments: Department Chair; Dean and assistant or associate deans; Director of Health Systems or ACOs; and Senior Department Administrators. Faculty job opportunities may not be posted, but leadership opportunities (such as participation on national committees) are acceptable to share. Allowable postings for the Administrators' listserve are postings for Senior Department Administrator openings. Posting of family medicine organization leadership positions will be allowed at the discretion of the Secretary and Executive Committee.
- When in doubt, please check with the Secretary or Executive Director.

The utility of these guidelines for job postings will be reviewed annually by the Secretary and Executive Committee and may be revised to align with the changing administrative landscape of healthcare delivery and medical education.

**Questions** can be referred to the Secretary, Dave Schneider (david.schneider@utsouthwestern.edu)

Revised per Nov 2013 Board Action.

Updated Aug 19 2014 per Executive Committee, ADFM Secretary, ADFM Research Development Committee Chair & CERA representative to include language re: surveying via the listserve.

Updated May 27, 2015 by ADFM Secretary, President and staff.

Updated June 16, 2016 by ADFM Secretary, President and staff.

Updated March 28, 2017 by ADFM Secretary and staff.