



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

ESS Listserv Policies

ESS maintains a variety of listservs to assist in sending information to our various populations. These listservs can be large and for some lists inclusion is automatic so ESS has established policies limiting what is sent to the listservs and who can post. It is important to note that any email sent out to a listserv may be considered a public record and accessible via a public records request.

Usage

Emails sent to the listservs should be appropriate both in content and audience. Efforts should also be made to prevent sending excessive amounts of emails to the listservs. Finally, those with approval to post to the listservs have discretion on posting messages; in some cases they may need to edit, alter, combine, or decline to post messages. Any disputes or concerns should be brought to the Chair. Here are a few more best practices to keep in mind:

- Use the BCC field for listserv addresses to prevent accidental reply-alls
- Include a useful/informative subject line ("Fwd: Fwd: Re: Fwd: Library" will likely be ignored)
- Concise clear emails are preferred. If you need to include a lot of detailed information consider including a summary paragraph.
- Consider if the message really needs to go to all the people on the listserv or if emailing a subset might be a better idea.

Access to Post

The Chair authorizes access to the listservs. The following people have permanent access: Chair, Graduate Program Coordinator, Undergraduate Program Coordinator, and the Central Department Staff. Other access may be reset annually; an email will be sent to affected people who may request reauthorization from the Chair.

Acting Chairs are authorized to post to any listserv for the duration of their acting duties. Please contact ESS Computer Services (comphelp@ess.washington.edu) for access.

Inclusion on the Listservs

Most of the listservs are considered open and anyone may request to be added to the listservs. The following listservs are restricted and atypical access requires Chair approval:

- Executive Faculty List – Voting faculty members only
- Staff List – Those with current or former staff appointments only

Removal from Listserv

People may be removed from a listserv for a variety of reasons; when possible we attempt to contact them before removal. Reasons for removal include, but are not limited to: inactive email address, expired justification for inclusion (graduated, appointment ended), and request for removal.



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Who to Contact for Posting

Many times announcements are routed through people without access to post to the listservs; in those cases you may request someone with access to post it. Here is where some of the most common announcement themes can be routed. Please ensure that you give enough lead time for posting; sending an announcement 30 minutes before an event likely will not reach recipients in time. If you have an urgent message, talk to an authorized poster in addition to sending the announcement.

- Building or Lab Announcements – Building Coordinator (mharrell@ess.washington.edu)
- Computing or Technology Announcements – Computer Services (comphelp@ess.washington.edu)
- Employment Opportunities – Faculty: Assistant to the Chair (essasst@uw.edu), Student or Postdoc: Student Services (essadv@uw.edu)
- Faculty Announcements – Assistant to the Chair (essasst@uw.edu)
- Grant Information (calls for proposals, deadlines, etc) – Grant Administrator (eyang@uw.edu), Assistant to the Chair (essasst@uw.edu), or Administrator (sjdakins@uw.edu)
- Seminars – Student Services (essadv@uw.edu)
- Student Opportunities (courses, awards, funding, etc) – Student Services (essadv@uw.edu)

Listserv Information

Here is a list of our listservs, as well as information about inclusion. Please note if you remove yourself from a listserv we are not responsible for missed communications.

- Undergrad Listserv – All current undergraduate students (automatic) as well as former undergraduate students or those requesting inclusion
- Grad Listserv – All current graduate students (automatic) as well as former graduate students or those requesting inclusion
- Seminar Listserv – A list of those who only wish to receive emails regarding seminars
- Postdoc Listserv – Those with postdoc appointments and former postdoc appointments. This list also receives all faculty listserv emails
- Faculty Listserv – Voting (automatic) and non-voting faculty members as well as those with approved requests for inclusion.
- Executive Faculty Listserv – Voting faculty members (automatic) only.
- Staff List – Current ESS Staff as well as former staff who have requested to remain on the list.

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