

Engineering Faculty Communication

Proposal

College of Engineering Faculty Affairs Committee

March 2021

1 Introduction

The College of Engineering has historically had a listserv that is meant for communication from the administration to the faculty. There is also a need for a forum where faculty can communicate with each other. Therefore, a listserv for engineering faculty communication has been created. The listserv email address is ***TBD***. This document provides information about the standards and technical implementation related to this listserv.

2 Standards

2.1 Purpose of the group

- To share and receive information about news, events, and resources relevant to faculty in the COE.
- To develop and maintain connections across the COE.
- To discuss issues relevant to faculty in the COE.

2.2 Moderators

2.2.1 Current moderators

[will be specified here once the document is formalized and “live”]

2.2.2 Process

Selection: The FAC will elect a running total of 4 moderators from its membership.

Term: A moderator’s term will end either after 2 consecutive semesters, or when their FAC term ends, whichever is earlier.

Initiation: Our eventual goal is to have the moderator team be composed of staggered members. Some of the initial team members will have to do terms of more than 2 semesters, to create the staggered structure. We will

ask for volunteers who are willing to perform initial longer terms.

Early termination: Should a moderator no longer wish to serve before their term is completed, they should inform the FAC chair, who will then initiate a vote for a new moderator. Should a moderator be unable or unwilling to adequately moderate, the other moderators should inform the FAC chair, who will attempt to understand and remedy the situation. Should this prove impossible, the FAC chair will request that the moderator resign, and then the chair will initiate a vote for a new moderator.

2.2.3 Guidelines for Moderators

Respect members: Moderators' personal feelings about posters or their statements to the listserv are irrelevant. All posters must have the same opportunity to share and contribute to the listserv without feeling devalued. If a poster shares incorrect information or violates a listserv guideline or standard, moderator must address the situation respectfully. They may for example direct the poster to the listserv guidelines for review or politely requesting that they edit their post.

Don't restrict emails: Do not restrict emails unless they are expressly going against community guidelines and the poster has been reminded of community standards. For example, if a poster posts inaccurate information, negative comments, or attacks another person, first rely on other members to engage, provide correct information, or admonish the offender. Community members as a whole can influence the tone of a listserv more so than a moderator. Moderators should discuss with each other when they are considering restricting an email.

Mute members only with due process: All faculty members are entitled to receive emails from the listserv. A member may only be removed from the listserv at their own request (see Section ***). Moderators may mute a member if there is a history of repeated offenses (see previous item) that were not resolved. In such cases, the moderation team will meet with the FAC chair to discuss the situation. The FAC chair will, if warranted, attempt to engage with the offender and resolve the situation. The guiding principle for this process is that dialogue should be encouraged, and members should be muted only as a last resort.

2.3 Subscription and Unsubscription process

Subscription: All current and entering COE faculty will be added to the listserv. Here, faculty refers to the following people:

- Tenure track and tenured
- Research and clinical
- Faculty of Engineering Practice
- Visiting professors
- Teaching staff
- Professional research staff (e.g., lab managing directors)

- Professors emeriti

Note that the listserv will exclude people whose primary role at Purdue is that of student. For example, a graduate student who is teaching a course and taking the role of instructor will still be considered to be a graduate student first and foremost.

Unsubscription: [We will create a simple one or two click process to unsubscribe.]

Resubscription: Members who have unsubscribed may resubscribe by emailing the moderators.

2.4 Inappropriate Content and Behavior

All content must be professional and directly related to the purpose of the group. Anything outside this purpose is inappropriate for this listserv. Spam, jokes, chain letters, political conversations not related to the Purdue community, political campaigning, MLMs and pyramid schemes, missing persons, commercial advertisements, invitations to personal social media, or similar emails are inappropriate. Inappropriate conduct includes emails that contain: attacks on people, organizations, or entities; or defamatory, abusive, profane, threatening, offensive, or illegal materials or language. Listserv members are encouraged to take extended discussions of limited or special interest “off-line”.

2.5 Process to Revise Standards

The process to revise the standards of this listserv lies with the FAC. A formal motion must be made and passed for any standard to be changed.

3 Technical Implementation

ECN has indicated that creating a mailing list with moderators as described here is simple and does not require any additional investment on their part. If we are approved, they can have it set up within a day or two.