

Whitman College Listserv Moderation Policy

Whitman College manages three listservs (Google Groups) which are moderated by staff members in the Office of Communications. The purpose of these groups is to allow members of the Whitman community to share announcements.

Because these groups are moderated by humans, posts are generally processed every few hours during standard office hours (Monday–Friday, 8 a.m. to 5 p.m.) and less frequently outside of those hours. Posts will never be modified by the moderators. A post will either be approved as is or will be rejected if it is in violation of the moderation policy.

Moderators apply rules equally based on whether the content aligns with the listserv guidelines. Moderators do not discriminate based on the identity of the person or group making the post.

Moderated Listservs:

Students (students@whitman.edu)

The Students group is for reaching students with information about student-focused programs and events sponsored by Whitman academic and administrative departments, Whitman-recognized clubs and activities, and residence life. This group may also be used to share surveys (if relevant to Whitman organizations or student coursework), student employment opportunities and fundraisers. Posting is open to any member of the Whitman community (with a whitman.edu email address). Students are automatically subscribed to this group, but may choose to unsubscribe at any time.

Announcements (announcements@whitman.edu)

The Announcements group is for reaching faculty and staff members with Whitman-specific content, such as events and activities by Whitman departments, offices and Whitman-recognized student clubs. Staff and faculty are automatically subscribed to this group, but may choose to unsubscribe at any time.

Community (community@whitman.edu)

The Community group is for reaching faculty and staff members with non-Whitman content, such as community events and announcements. This group may also be used to advertise informal employment opportunities (house sitting, pet sitting, odd jobs, etc.), ask for community recommendations (plumber, landscaper, etc.) and promote fundraisers. Staff and faculty are automatically subscribed to this group, but may choose to unsubscribe at any time.

Moderated Listserv Guidelines:

Posts to any of the three moderated groups should adhere to the following guidelines:

- All messages must align with the intended purpose of the listserv.
- To avoid excessive amounts of email, posts should be limited to once per day (updates and corrections may be allowed for clarity).
- All posts regarding events should have the date, time and location of the event and a descriptive subject line. Avoid using relative time descriptors such as “tomorrow” or “this afternoon” as messages are not guaranteed to be delivered immediately.
- Posts may be denied if the moderator did not see it in time for the information to be relevant. Moderation happens infrequently outside of standard office hours.
- Posts may be denied if there is another group dedicated to that type of post, such as:
 - forsale@whitman.edu - for buying, selling, trading or giving away items.
 - lostandfound@whitman.edu - for lost or found items.
 - rides@whitman.edu - for transportation requests and offers.
 - offcampushousing@whitman.edu - for off campus housing and roommate searches.
- The moderated listservs are not general discussion forums, chat rooms or tools for conversations. If you wish to respond to a post, reply directly to that person, not to the group.
- The moderated listservs are not platforms for sharing personal viewpoints or personal statements. Please do not share your beliefs or opinions or whether you think a particular topic or event is good, bad, right or wrong.
- The moderated listservs are not a place to express concerns or grievances. The college has other mechanisms for reporting such content.
- Posts that attack, demean, threaten or accuse individuals or groups are not allowed.
- Posts which encourage or glorify real-life violence are not allowed.
- Sexually explicit content is not allowed.
- Posts which aim to disrupt the educational process for others are not allowed.
- Links to articles alone are not allowed. If a sender wishes to attach an article as background to an event announcement, it will be permitted.
- Information about fundraisers, aid organizations and links to crowdfunding sites are permitted (Whitman-related on Students and Announcements; non-Whitman-related on Community)
- For accessibility, avoid using images (such as posters) as the sole content of your announcement. If you include an image that contains the important details of your activity or notice, please repeat the details as plain text somewhere else in your message.

When a post is rejected from one of the moderated listservs, the sender will receive a message from the moderator with an explanation.

In the event that an offending post is distributed by mistake, the message will be deleted from the digest and group message archive, and the list moderator will send an apology and explanatory message to that listserv. The list moderator is not able to delete the message from the inboxes of individuals who already received it.

To contact the list moderation team, email listmoderator@whitman.edu.

Other Listservs:

Whitman College maintains several official listservs that are not moderated but access to posting is restricted since people do not have the option to unsubscribe.

- faculty@whitman.edu - Posting is restricted to faculty members. The Dean of Faculty can grant permission to post to this group.
- staff@whitman.edu - Posting is restricted to individuals who need access to share official Whitman information directly related to their campus job with staff members. Human Resources can grant permission to post to this group.
- Student Class Year Lists (i.e. Class of 2027) - Posting is restricted to specific individuals who need access to share official Whitman information directly related to their campus job to these groups. Senior administrative officers can grant permission to post to these groups.

Whitman College maintains several official, open and unmoderated listservs, such as forsale@whitman.edu, lostandfound@whitman.edu, offcampushousing@whitman.edu and rides@whitman.edu. Posts to these listservs should be limited to the particular focus of that listserv.

In addition, any Whitman community member may create their own unofficial Google Groups. The creators of these groups can set whatever rules or guidelines they wish or set none at all.

Individuals who do not follow the listserv guidelines may receive warnings and continued abuse may result in revoking listserv privileges.