**Whitman Email List Moderation**

**announcements@lists.whitman.edu**

Posting is open to Whitman faculty and staff. Used to promote college-related events and activities, such as notices of lectures, film screenings, recitals, athletic events, club events and Whitman-sponsored social gatherings open to the entire community. Department-sponsored newsletters may also be distributed via the announcements list.

**community@lists.whitman.edu**

Posting is open to all faculty, staff and students. Use for sharing information that is not Whitman-affiliated but may be of interest to the greater Whitman community. Posts may include informal employment opportunities (house sitting, pet sitting, odd jobs, etc.), garage sales, community fundraisers, items being offered for free, and the like. Items for sale should be posted to the forsale list.

**students@lists.whitman.edu**

Posting is open to faculty, staff, student employees posting as part of their work, and Whitman-affiliated student group leaders. Use for sharing information about student-focused programs and events sponsored by Whitman academic and administrative departments, Whitman-recognized clubs and activities, and residence life. Since students may choose to opt-out of this list, official class lists should be used to send messages that include critical information or are legally required.

Posts to all three of the above lists should adhere to the following guidelines:

* To avoid cluttering email lists, events and programs should be posted a maximum of three times: once the day of the event, once during the week prior, and once to “save the date” more than one week prior. By posting events to any of these lists, you agree to have your event listed in the Whitman Today email newsletter if selected.
* When possible, emails should not be cross-posted to more than one of these lists.
* These lists are not platforms for personal viewpoints or an appropriate space to attack or accuse individuals or groups. Whitman has other mechanisms to address concerns and grievances as needed.
* Posts that demean individuals and/or groups, threaten the safety of others on campus, or disrupt the educational process will not be allowed.