



The Dean of Education's Office manages five listserves to facilitate communication with academics and staff using ualberta email addresses only.

edfaculty (edfaculty@mailman.srv.ualberta.ca)

Membership: full time academic staff and APOs of the Faculty. Administrative support staff, sessionals, and FEAs may request membership.

Purpose: allows membership to directly post notices of visitors, conferences, workshops, awards and other information of interest to academic staff across the Faculty; general communications from the Dean's Office.

Eligible posters: any member of the listserve. For the most part, postings by members are sent directly to the listserve. All non-member postings require approval.

Administrator: Maureen Gormley gormley1@ualberta.ca
Moderator: Betty jo Werthmann ew1@ualberta.ca

edcouncil (edcouncil@mailman.srv.ualberta.ca)

Membership: Education Faculty Council membership, i.e. full time academic staff of the Faculty of Education plus stakeholder representatives

Purpose: distribution of Educational Faculty Council agenda, general communication regarding meetings and the work of Educational Faculty Council.

Eligible posters: Administrator, Moderators or Dean

Administrator: Betty jo Werthmann ew1@ualberta.ca
Moderators: Yvonne Norton ynorton@ualberta.ca

edelections (edelections@mailman.srv.ualberta.ca)

Membership: full time academic staff according to Category A1.0 of GFC Policy Manual

Purpose: communication concerning the Faculty's committee election process

Eligible posters: Administrator or Moderator

Administrator: Betty jo Werthmann ew1@ualberta.ca
Moderator: Yvonne Norton ynorton@ualberta.ca

educ-FEC (fac_educ-fec@mailman.srv.ualberta.ca)

Membership: all academic staff considered at FEC

Purpose: To provide the FEC Chair with a means to communicate to all academic staff considered by FEC e.g. Annual Report memos, Sabbatical information and deadlines, and other information deemed relevant to FEC and academic staff.

Eligible posters: Dean, Administrator or Moderator

Administrator: Angie Fraser afraser1@ualberta.ca
Moderator: Yvonne Norton ynorton@ualberta.ca



¹ The Administrator maintains listserve membership, approves submissions when necessary, and deals with any concerns involving the listserve.

² The Moderator provides back up to the Administrator, received all notifications that the Administrators receives but only takes action in the absence of the Administrator.

edsupport (edsupport@mailman.srv.ualberta.ca)

Membership: support staff in the Faculty, as well as supervising APOs

Purpose: allows membership to directly post notices of interest to support staff across the Faculty, general communications from the Dean's Office

Eligible posters: any member of the listserve. For the most part, postings by members are sent directly to the listserve. All non-member postings require approval.

Administrator: Maureen Gormley gormley1@ualberta.ca

Moderator: Betty jo Werthmann ew1@ualberta.ca

edgrad (edgrad@mailman.srv.ualberta.ca)

Membership: full time academic staff and APOs of the Faculty. Administrative support staff, sessionals, and FEAs may request membership.

Purpose: allows membership to directly post notices of visitors, conferences, workshops, awards and other information of interest to academic staff across the Faculty; general communications from the Dean's Office.

Eligible posters: any member of the listserve. For the most part, postings by members are sent directly to the listserve. All non-member postings require approval.

Administrator: Maureen Gormley gormley1@ualberta.ca

Moderator: Betty jo Werthmann ew1@ualberta.ca

Guidelines

1. The purpose of each listserve should be adhered to as described above.
2. Responsible Use: Each list and its use must conform to the University of Alberta Campus Computing Conditions of Use.
3. The listserves are maintained and owned by the Office of the Dean, Faculty of Education and the listserve administrator is the main point of contact for questions.
4. Messages are held in the listserve archives database. A copy of any message may be requested from the listserve administrator.
5. All messages must have a *subject line* that clearly identifies the nature of the message (e.g., Faculty Council, building closure, etc).
6. It is recommended that messages be limited to under 2k as large emails take much longer to load and some may be blocked by service providers if over a certain limit.



- 7.** Attachments: It is recommended that all information be included in the email body. If a link to a web page or a pdf file is provided, an explanation of such should be included in the email. i.e. messages with only an attachment and nothing in the text box are not recommended as recipients are less likely to open the attachment.
- 8.** Replying: The list will be for information purposes and not for establishing or promoting dialogue. If a recipient has a comment concerning a message, they should reply directly to the poster of the message. “Reply” responds to the poster of the message, “reply to all” will be send to the entire listserv.
- 9.** Only issues concerned with work in the Faculty should be posted to the listserv.
- 10.** Frequency of Messages: Although there is no specific ruling on this, when sending a message users should be sensitive to multiple listings of the same event. A ‘hold the date’ advance notice with a reminder nearer the time should suffice.
- 11.**