ABA Deans’ Listserv
Protocols, Reminders, Information
(November 2015)

The Deans’ Listserv maintained by the staff of the ABA Section of Legal Education and Admissions to the Bar provides a useful way for ABA-approved law school deans to candidly exchange information and points of view on topics of mutual interest. It is also an efficient way for the Managing Director’s Office to disseminate information and announcements about the ongoing work related to the ABA law school accreditation process. Given these purposes and based on surveys done over time and ongoing feedback from deans, we created the following guidelines for the listserv:

1. This is a list for deans. Members of this listserv are the deans of every ABA-approved law school. Dean-designates, former deans, senior associate deans, and the dean’s assistant will not be subscribed to the list. Also subscribed to the list are: the ABA Managing Director of Accreditation and some members of the staff, and the senior staff person at the other key national legal education organizations (AALS, Access Group, LSAC, and NALP).

2. Replying to messages. Please use your judgment in “replying to all,” which sends your message in response to a posting to all members of the list, or “replying to sender,” which will send your reply just to the sender of the message. The simplest way to assure that a message gets to the sender and not to the entire list is to type or cut/paste the sender’s email in the “to” line of your email message. Senders can make it easier for responders to do that by including their email address in the original message. “Reply to all” is appropriate when the original message asks a question or communicates information about legal education or the operation of a law school generally. “Reply to sender” is appropriate for messages about transitions (appointments, resignations, and the like). Everyone appreciates the sender who raises a question and offers to collect information from “reply to sender” emails and to post a report or summary of responses to the list.

3. Uses of the list.

- The listserv may not be used to discuss or as a means of collecting and sharing faculty and staff salaries, benefits, and perquisite data and analogous information.

- Please do not use the listserv to:
  - Distribute or disseminate promotional material about your school (conferences, new programs, awards, major gifts, etc.)
  - Post job announcements/position openings at your school
  - Circulate petitions about issues not directly related to legal education

- It is appropriate to use the listserv to introduce yourself to the group, announce your resignation, solicit nominations for your successor, and introduce your successor.
4. **Confidentiality of the list.**

- Generally, messages to the list should not be forwarded to others. If you author a posting and do not want it forwarded, mark the posting “confidential.” Please do not forward a posting that the author has marked confidential. When in doubt about the propriety of forwarding a listserv posting, ask permission from the sender.

- Some messages sent to the list are announcements from the Managing Director’s Office regarding the accreditation process (e.g., matters relating to the Standards review process, deadlines for questionnaires). These messages can, and most often should, be forwarded to others within your law school who need this information.

- For your information, in some states, messages from this listserv received by the dean of a public law school may be subject to FOIA requests.

5. **Be kind to your colleagues.** Finally and obviously, as you use the listserv please exercise discretion and exhibit professionalism and courtesy to your colleagues.

6. **Archive.** To access the archive for the list, type the following into your browser: [http://mail.abanet.org/scripts/wa.exe?INDEX](http://mail.abanet.org/scripts/wa.exe?INDEX). The archive allows you to search the list by topic dating back to 1999. The first time you access the archive (or perhaps if you return to it after a long period of non-use) you will be asked to login and provide a password to proceed and view the archived messages. Remember to login using the exact email address that is subscribed to the listserv. If you have questions about this, please send an email to Harold Bradford at harold.bradford@americanbar.org.