

This document summarizes the Graduate Group in Ecology (GGE) listservs purposes, permissions, and code of conduct.

Listsers associated with the GGE are created and managed to facilitate academic business of members of the graduate group. The single exception, "Social", is described below. In almost all cases, subscribers to each of these listsers have a need to subscribe; they cannot conduct academic business effectively if they opt out. Given the potential for abuse of a listserv if policies are not implemented and enforced, *creation of any new GGE listserv requires consultation with GGE leadership*, typically the Chair and Program Coordinator, and the information technology staff of the Department of Environmental Science & Policy (ESP). NB: listsers are created and administered in the University of California (UC) Sympa tool through a variety of mechanisms. Best practice is for the IT staff in ESP to create, own, and administer listsers but for historical reasons, many listsers do not conform. Owners and administrators are described below for each list. In most cases, ownership and management refers to the individual or department who can modify the subscription list, whereas moderators have control over listserv posts.

The following policies and principles apply to all listsers except Social.

1. Content must be restricted to stated purpose for each list.
2. The volume of emails from the listserv must be kept as low as possible, to include all necessary business consistent with the purpose of that listserv. Mass email responses should be considered carefully before replying to a listserv or large email thread: Does this response need to be broadcasted to the entire listserv? Is the content in the email/response relevant to all subscribers?
3. Content shall be, to the greatest extent possible, free of personally identifying information (including names, phone numbers, emails etc.), and individuals posting or *forwarding* content shall make every effort to ensure that personally identifying information is not forwarded.
4. Subscriptions to a given listserv should be restricted to those who require the listserv to conduct necessary business.
5. The GGE Program Coordinator or a delegated surrogate shall maintain a list of subscribers to all listsers and update subscriptions no less than annually.
6. Posts to moderated listsers by non-subscribers must be approved by the moderator (typically within 3 business days). Emails from subscribers will not be moderated.
7. Consistent with the First Amendment of the US Constitution, the GGE listserv Code of Conduct and Policy restricts listserv content to professional business but strongly *encourages* civility and professional conduct, which will promote better dialog. Content on listsers should adhere to the UC Davis [Principles of Community](https://diversity.ucdavis.edu/principles-community) (<https://diversity.ucdavis.edu/principles-community>) and Statement of

- Nondiscrimination (<https://www.ucdavis.edu/statement-nondiscrimination/>). Posts should use professional, collegial, and not rude language.
8. Posters should refrain from personal attacks on GGE list-serves, and refrain from attacks and pejorative or disparaging characterizations of any race, religion, gender, ethnicity, age, or other [protected group](#).
 9. Violations of listserv policy will be brought to the attention of list owners and moderators through reports from identified users or through anonymous reports (via a system to be developed in collaboration with the Diversity, Equity, and Inclusion Task Force, DEITF). Reports shall include date, time, and sender of the post and a description of how the post violates listserv policies.
 10. Subscription to GGE listservs is a privilege and inappropriate use of the privilege may result in restriction and loss of that privilege. If inappropriate content is posted or transmitted, the sender will receive a single warning and reminder of the purpose and policy of the listserv and indicating how policy has been violated. Subsequent violations or attempted violations will result in an immediate one-year suspension from posting, implemented with the blacklisting tool in Sympa. More stringent sanctions may be imposed at the discretion of the Chair in line with guidelines under development of the DEITF. Where appropriate, violations will be reported to Title IX, Harassment & Discrimination Assistance and Prevention Program, law enforcement, or other offices (e.g., for sexual harassment, threats, and other relevant violations).
 11. The GGE Program Coordinator shall maintain a list of individuals who have received a warning.

The GGE listservs and guidelines are as follows.

eco-grfp. This list is owned by ESP and managed and moderated by the Chair and Program Coordinator. Subscribers may post to the list; non-subscribers may send email to the listserv but it will not be distributed unless a moderator approves it. Posts to this list are restricted to business related to the annual seminars in which students prepare proposals to the National Science Foundation Graduate Research Fellowship program.

ecology-alumni. This list is owned by ESP_admin and Chair, and moderated by the Chair and Program Coordinator. Subscribers may post to the list; non-subscribers may send email to the listserv but it will not be distributed unless a moderator approves it. Posts to this list are restricted to business of GGE alumni (e.g., distribution of information and fund-raising). As students graduate, the coordinator will move them from the active student list to the alumni list.

ecology-faculty. This list is owned by ESP_admin and the Chair, and moderated by the Chair and Program Coordinator. As configured currently, subscribers may send emails; people not subscribed must request to post. Subscribers may post to the list; non-subscribers may send

email to the listserv but it will not be distributed unless a moderator approves it. Posts to this list are restricted to academic business of GGE faculty, which includes university and GGE policy, academic matters, timely notices of outside events that may impact performance of teaching, service, and research activities, and other business deemed professionally relevant by the Chair. The list includes all GGE faculty and may include emeritus faculty.

f07-ggestudents et al. This is a set of lists associated with each cohort of GGE students. The lists are owned by ESP_admin and the Chair and moderated by the Chair and Program Coordinator. Subscribers may post to the list; non-subscribers may send email to the listserv but it will not be distributed unless a moderator approves it. Posts to this list are restricted to academic issues specific to each cohort and university-adjacent issues, which could include social activities after seminars, activities for wellness (such as meditation or exercise classes), and any posts that moderators deem appropriate.

gge-admit. This list is owned by ESP_admin and the Chair, and moderated by the Chair and Program Coordinator. Subscribers may post to the list; non-subscribers may send email to the listserv but it will not be distributed unless a moderator approves it. Posts to this list are restricted to work of the GGE Admissions Committee and reviewers about matters such as the application review process, recruitment, and incoming student awards.

gge-aoe. This list is owned by ESP_admin and the Chair, and moderated by the Chair and Program Coordinator. Posts to this list are restricted to work of the Area of Emphasis chairs and advisors (and student representatives).

gge-dei-tf. This list is owned by the Chair of the GGE and faculty co-chairs of the DEI Task Force. It is unmoderated. Posts to this list are restricted to work of the GGE Diversity, Equity, and Inclusion Task Force.

diversitycommittee-gge. This list is owned (as of 8 October 2020) by Sidney Woodruff (Diversity Committee Chair Fall 2020-Spring 2022) and Deniss Martinez (Diversity Committee Chair Fall 2018-Spring 2020). List is unmoderated. Posts to this list are restricted to the work of the Diversity Committee, its subcommittees, and information about relevant UC Davis events or training related to topics on diversity, equity, and inclusion.

gge-odyssey. This list is owned by ESP_admin and the Chair and moderated by the Chair and Program Coordinator. Posts to this list are restricted to business related to the Odyssey, especially coordination of Odyssey teaching assistants.

gge-students. This list is owned by ESP_admin and the Chair, and moderated by the Chair and Program Coordinator. Technically, the members of this list are all members of each yearly student cohort list (e.g., f07-ggestudents). Posts to this list shall be restricted to academic business and professional development of GGE students (e.g., research; coursework and academic credits; advising; job and grant opportunities; and business related to functioning of

the GGE, campus, and UC system. Subscribers include the Chair, Program Coordinator, all registered students, students who have been admitted but not yet enrolled, and students on PELP or other temporary leave. Other students may remain on the list at the discretion of the Chair.

gge-exec. This list is owned by ESP_admin and the Chair, and moderated by the Chair and Program Coordinator. Posts to this list are restricted to the work of the GGE Executive Committee.

gge-friends. This list is owned by the Chair and moderated by the Chair and Program Coordinator. Due to initial list configuration, GGE staff do not see names of subscribers but should include people interested in GGE functions who are not alumni, faculty, or students. Posts to this list are similar to some of those for students (e.g. job opportunities, seminar announcements).

eco-jdfac@sdsu.edu and Eco-PhD@sdsu.edu. These two lists are managed at San Diego State University for business of faculty and joint doctoral program students.

ecology-social. Ecology-social traditionally has been for communication about non-professional matters, such as housing or roommate searches, ride shares, parties, and free or inexpensive items for sale. Posts to the list must be friendly in tone and adhere to all other GGE and UC Davis policies. This list has about 700 subscribers. The Chair is not the administrator or owner of this list; administration is the responsibility of student members who do not currently moderate the list. The current contact for this list has been informed that they should consider either moderating or moving the list outside Sympa. At present they have declined to take these steps but may be forced to if posts violate standards described in this code of conduct.