

ASSOCIATION OF PROGRAM DIRECTORS IN RADIOLOGY (APDR)

Policy for Access to the E-mail List/Mailing List

E-MAIL LIST USE:

Members

- Members may use the APDR e-mail list, at no charge, to send information that will be of interest and use to the members. Examples:
 - Not-for-profit meeting announcements
 - Conduct surveys
 - Requests for help or information
- Members may use the APDR e-mail list, for a fee of \$300, to send information that will be of interest and use to the members but from which the member may receive a profit. Examples:
 - Announce publication of a textbook
 - Announce a for-profit meeting/course

Non-Members

- Non-Members may use the APDR e-mail list, for a fee of \$1,000, to send information that will be of interest and use to the members (*examples above*).
- Organizations may use the APDR e-mail list, for a fee of \$1,000, to send information that will be of interest and use to the members (*examples above*).

All requests must be in writing, with a sample of the items(s) to be circulated to the members. Each request must meet the criteria above and must also be approved by the APDR President or a member of the APDR Board designated by the President.

The APDR e-mail list is not available to commercial entities

MAILING LIST USE:

Members

- Members may use the APDR mailing list, for a fee of \$300, to send information that will be of interest and use to the members. Examples:
 - Not-for-profit meeting announcements
 - Conduct surveys
 - Requests for help
- Members may use the APDR mailing list, for a fee of \$300, to send information that will be of interest and use to the members, but from which the member may receive a profit. Examples:
 - Announce publication of a textbook
 - Announce a for-profit meeting/course

Non-Members

- Non-members may use the APDR mailing list, for a fee of \$1,000, to send information that will be of interest and use to the members (*examples above*).

- Organizations may use the APDR mailing list, for a fee of \$1,000, to send information that will be of interest and use to the members (*examples above*).

All requests must be in writing, with a sample of the items(s) to be circulated to the members. Each request must meet the criteria above and must also be approved by the APDR President or a member of the APDR Board designated by the President.

The mailing list is NOT available in electronic format. Only hard copy labels shall be provided and labels are for one-time use.

The APDR mailing list is not available to commercial entities.

Policy for Announcements of Faculty Positions

Members and non-members wishing to announce faculty positions may do so through the purchase of a classified advertisement in *Academic Radiology*. Classified advertisements that appear in the journal will also be posted on the APDR Web site for a period of 3 months per each issue for which the ad was purchased.

Survey Policy

No individual surveys will be sent to APDR membership before and during the official APDR annual fall survey. Independent surveys will not be sent to APDR membership from October 1 through November 30. A maximum of 2 external surveys will be sent quarterly to the membership. This survey process is only available to APDR members.

The process for independent surveys submitted for distribution outside of the above blocked dates is:

- All surveys requests will submit a standardized application form in addition to the survey itself for APDR approval (see below for process).
- Surveys expected to result in presentation or publication will be required to demonstrate institutional IRB approval.
- Survey Monkey or similar instrument must be utilized.
- Prior to distribution, survey applications and surveys will be reviewed and approved by the APDR Survey Committee review team which will use a blinded review process to assess all applications. Part of the review process will be to analyze if any proposed survey questions will detract from or duplicate questions for upcoming official APDR surveys. The APDR president can determine her/his degree of involvement in this process.
- A single reminder email will be sent 2 weeks following the initial survey email
- A pdf of the results of approved independent surveys must be sent to APDR in a timely fashion. We expect that 18 months would allow enough time for conference presentation and manuscript submission. After this time, results will be posted to the Members Only section of the APDR website. Submitting a survey for approval and subsequent distribution to APDR members indicates the applicant's agreement to post results for a survey to APDR's website.
- General information about the survey – such as title, deadlines, and link to results – may be featured in any APDR President's message, APDR Newsletter or social media links, subject to the approval of the APDR President and the APDR Electronic Communications Committee

Chair. Submitting a survey for approval and subsequent distribution to APDR members indicates the applicant's agreement that general information about the survey may be disseminated via APDR communications or social media.

- Independent surveys will be archived after three years, unless otherwise directed by the APDR President and/or APDR Electronic Communications Committee Chair. These archived surveys will remain available to APDR members on the website.

Revisions:

Approved by the Board of Directors November 15, 2000

Approved by the Board of Directors April 9, 2003

Approved by the Board of Directors April 25, 2007

Approved by the Board of Directors February 24, 2010

Approved by the Board of Directors July 26, 2011

Approved by the Board of Directors May 22, 2013

Approved by the Board of Directors February 20, 2018

Approved by the Board of Directors June 27, 2019