

New Officer Orientation: ASEE Division Listserv Instructions

Dear ASEE Division Chairs, Program Chairs, and Authorized Listserv Senders,

Welcome to the new officer orientation. This guide explains how ASEE division listservs work, who may send announcements, how to send messages successfully, and what to do when a message does not reach a member. Please review carefully and retain for future reference. A list of division listserv email addresses appears at the end of this document.

What is an ASEE listserv?

An ASEE listserv is an email address that allows designated senders to distribute announcements and messages to an entire division or section through ASEE's email system. ASEE forwards the announcement to the full list while keeping recipients' email addresses hidden. Final delivery depends on each recipient's email provider.

Who may send announcements?

1. Division chairs, program chairs, and authorized listserv senders may send announcements.
2. To verify your authorization, log in to your ASEE [account](#) and open **Account > Committee**.
3. If the group appears there and your role is listed as *Chair*, *Program Chair*, or *Authorized Listserv Sender*, you have permission to send announcements. If you are not assigned to one of these positions, contact your division chair. The chair can add you through the Executive Committee area in their profile.

The screenshot below shows where authorized senders can confirm their division role in their ASEE account.

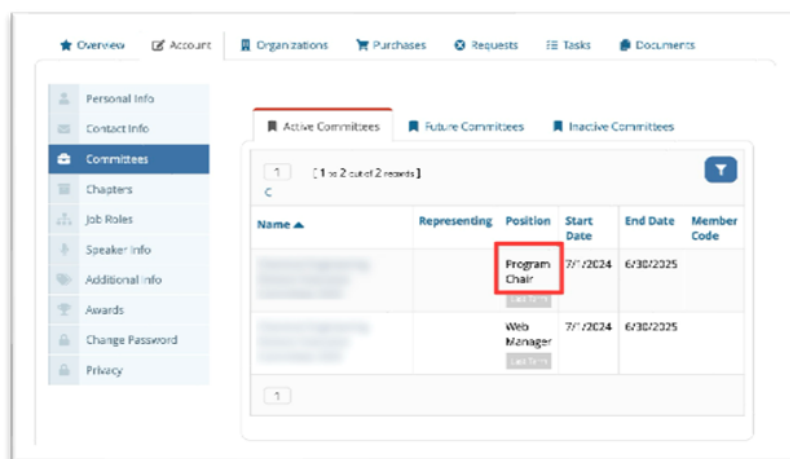


Figure 1. Example of the Committee section in an ASEE account, where assigned division roles and listserv sender authorization can be reviewed.

How to send an announcement

1. Find the appropriate listserv address from the table at the end of this document and enter it in the **To** field of a new email message.
2. Type a clear subject line. Type the subject line directly when possible, because pasted text can contain hidden characters that may cause the message to be sent without a subject.
3. Write or paste the announcement into the body of the email message.
4. Send the message from the primary email address listed in your ASEE profile. If your organization uses an email alias, update your ASEE profile so that the alias is set as your primary address before sending.

To confirm or update your primary email address, log in to your ASEE [account](#) and go to **Account > Contact Info > Email Addresses**. Select *Edit* next to the correct email address, choose *Save as Primary*, and then select *Save*.

Attachment guidelines

To keep ASEE's listservs efficient and reliable, **attachments** must be **200 KB** or smaller.

- If a file is larger than 200 KB, upload it to your group's website or another approved location and include the file location in the message instead.

Troubleshooting delivery issues

If a member does not receive a listserv announcement, the most common reason is that their email address is not currently associated with the group. Ask the member to check the following items:

1. **Confirm division membership:** Log in to the ASEE [account](#) and open **Account > Divisions**. If the account overview shows that the member is not part of the division or section, they will need to reactivate their ASEE membership and any applicable division memberships by using the **Become a Member** option in their profile.
2. **Confirm the primary email address:** Open **Account > Contact Info > Email Addresses**, select *Edit* next to the correct email address, choose *Save as Primary*, and then select *Save*.
3. **Review communication preferences:** Open **Account > Personal Information**, ensure *Send email* is checked, confirm *Bad email* is empty, and select *Save* at the bottom of the page.

If the profile settings are correct and emails still are not received, the member should check spam or junk folders and ask their IT team to review organization-level email filters.

If delivery problems continue, the member may need to try a different primary email address.

Please note that ASEE refreshes listserv sender permissions on Friday evenings, so changes to a primary email address or sender authorization may not take effect until after that weekly refresh.

Division listserv email addresses

Division Name	Listsrv Email Address
Aerospace Division	aero_div@asee.org
Architectural Engineering Division	arch_div@asee.org
Biological & Agricultural Engineering Division	bioag_div@asee.org
Biomedical Engineering Division	bio_div@asee.org
Chemical Engineering Division	chem_div@asee.org
Civil Engineering Division	civil_div@asee.org
College Industry Partnerships Division	cip_div@asee.org
Community Engagement Division	ced_div@asee.org
Computers in Education Division	comped_div@asee.org
Computing & Information Technology Division	info_div@asee.org
Construction Engineering Division	const_div@asee.org
Continuing, Professional, and Online Education Division	cpd_div@asee.org
Cooperative and Experiential Education Division	ceed_div@asee.org
Data Science and Artificial Intelligence Division	dsa_div@asee.org
Design in Engineering Education Division	deed_div@asee.org
Educational Research and Methods Division	erm_div@asee.org
Electrical and Computer Engineering Division	elec_div@asee.org
Energy Conversion, Conservation, and Nuclear Engineering Division	ecc_div@asee.org
Engineering and Public Policy Division	epp_div@asee.org
Engineering Communicators Constituent Committee Division	eccc_div@asee.org
Engineering Design Graphics Division	edg_div@asee.org
Engineering Economy Division	econ_div@asee.org
Engineering Ethics Division	ethics_div@asee.org
Engineering Leadership Development Division	lead_div@asee.org
Engineering Libraries Division	eld_div@asee.org
Engineering Management Division	mgmt_div@asee.org
Engineering Physics and Physics Division	phys_div@asee.org
Engineering Technology Division	etd_div@asee.org
Entrepreneurship & Engineering Innovation Division	ent@asee.org
Environmental Engineering & Sustainability Division	envest_div@asee.org
Equity, Culture & Social Justice in Education Division	ecsj_div@asee.org
Experimentation and Laboratory-Oriented Studies Division	delos_div@asee.org
Faculty Development Division	facdev_div@asee.org
First-Year Programs Division	fpd_div@asee.org
Graduate Studies Division	grad_div@asee.org
Industrial Engineering Division	ind_div@asee.org
Instrumentation Division	inst_div@asee.org
International Division	intl_div@asee.org
Liberal Education/Engineering & Society Division	libed_div@asee.org
Manufacturing Division	mfg_div@asee.org

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Materials Division	mat_div@asee.org
Mathematics Division	math_div@asee.org
Mechanical Engineering Division	mechl_div@asee.org
Mechanics Division	mechs_div@asee.org
Military and Veterans Division	mev_div@asee.org
Minorities in Engineering Division	mino_div@asee.org
Multidisciplinary Engineering Division	multi_div@asee.org
New Engineering Educators Division	nee_div@asee.org
Ocean and Marine Division	ocean_div@asee.org
Pre-College Engineering Education Division	k12_div@asee.org
Software Engineering Division	soft_div@asee.org
Student Division	studnt_div@asee.org
Systems Engineering Division	syst_div@asee.org
Technological and Engineering Literacy - Philosophy of Engineering Division	teklit_div@asee.org
Two-Year College Division	tycd_div@asee.org
Women in Engineering Division	women_div@asee.org

Questions?

Please contact ASEE at membership@asee.org if you have questions or need assistance with listserv access, sender authorization, or delivery troubleshooting.