



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush
President

Policy Number:

Effective Date:

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Deleted: Communication & Marketing

Deleted: CM.03.001

Deleted: 9/25/07

Policy on the University Events Calendar

PURPOSE:

The purpose of this policy is to create a *CI Events Calendar* to help connect our campus community by providing a means to publish accurate, up-to-date information on events and activities related to the University.

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BACKGROUND:

A need exists to provide a campus calendar on the Internet for the purpose of disseminating public information concerning CSU Channel Islands' activities and events.

POLICY:

Accountability:

The calendar editor (Academic Affairs Events Coordinator or designee) and web administrator from Information Technology.

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Applicability:

All divisions, departments, and programs within the University structure.

Definition(s):

N/A

Text:

A. Intent of the Calendar

The *CI Events Calendar* is a calendar of regular or routine events and is not a bulletin board for the sale or purchase of goods and services. Items must directly relate to University events and activities. Types of events displayed on the calendar include academic events, lectures and presentations; admissions events; co-curricular events and activities for students; intramural and recreational sports; alumni events; art and film exhibits; concerts and performances; and Advancement or Foundation events.

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Comment [ng1]: I don't believe these 'hours' exist anymore. They were originally established by AA.

Deleted: University Hour and Community Hour events or activities;

B. Calendar Usage

Faculty and staff at CSU Channel Islands may submit events for inclusion on the *CI Events Calendar*. The division of Student Affairs designee will submit all calendar requests on behalf of students and/or student organizations, in order to ensure that events have been sanctioned by the University.

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Deleted: Students or student organizations may submit calendar requests, however, the calendar editor will seek approval of student submissions from

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C. Submission Deadlines and Process

In order to allow ample time to promote events, all requests should be submitted through the CI Events Calendar request form, link is available on the CI Homepage, a minimum of fourteen(14) business days prior to the event date. Requests not submitted by the indicated deadline are not guaranteed to appear on the calendar in advance of the event or activity.

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Faculty and staff submitting events for the CI Events Calendar are responsible for immediately notifying the calendar editor of updates or modifications if the original information has changed (i.e. cancellations, time changes, etc).

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