



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Communication & Marketing

Approved By: Richard R. Rush
President

Policy Number: CM.03.001

Effective Date: 9/25/07

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Policy on the University Events Calendar

PURPOSE:

The purpose of this policy is to create a *CSUCI 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.

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 (director of Communications & Marketing or designee) and web administrator from Information Technology.

Applicability:

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

Definition(s):

N/A

Text:

A. Intent of the Calendar

The *CSUCI 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; *University Hour* and *Community Hour* events or activities; 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.

B. Calendar Usage

Faculty and staff at CSU Channel Islands may submit events for inclusion on the *CSUCI Events Calendar*. Students or student organizations may submit calendar requests, however, the calendar editor will seek approval of student submissions from the office of Student Life in order to ensure that events have been sanctioned by the University.



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C. Submission Deadlines and Process

In order to allow ample time to promote events, all requests should be submitted electronically a minimum of seven (7) 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.

Faculty and staff submitting events for the *CSUCI 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).