

University-Wide Calendar Policy (Approved October 15, 2007)

Purpose

The growing number of university events and the desire by the general university community to be informed of all events open to the community, has led to the development of a web-based university-wide calendar. The purpose of this policy is to define the types of calendar events that can be posted to the calendar, to provide guidelines for posting events to the calendar, and to stipulate responsibility for maintaining and enforcing the calendar policy.

Types of Calendar Items

Academic Events – These events are the official dates as set on the Kettering Academic Calendar as approved by Faculty Senate and administration.

Alumni Events – These events are events that are sponsored by the Alumni Affairs office for Alumni.

Student Events – These events are events to which students are being invited.

Faculty Events – These events are events to which faculty members are being invited.

Staff Events – These events are events to which staff members are being invited.

Holiday Events – These events are dates the university is closed for business and are determined by the President's Cabinet.

Guidelines for Posting Calendar Items

- 1 Events posted to the university-wide calendar must be sponsored by a university department, a registered student group, student or faculty government, or administration of the university.
- 2 Events posted to the university-wide calendar must be in accordance with any and all relevant Kettering policies such as the Acceptable Use Policy, Student Handbook, Faculty Handbook, and Employee Handbook.
- 3 Events must be posted at least three (3) business days in advance of the actual event.
- 4 The events calendar manager(s), as directed by the Chief Public Relations Officer, reserve the right to delete and/or edit events that do not meet the above-mentioned guidelines, or that violate university regulations, or that violate local, state, or federal laws.

Responsibility for University-Wide Calendar

The responsibility for web-based university-wide calendar is shared between the President's Cabinet, the Office of Communication, and the Information Technology Department. The President's Cabinet is responsible for reviewing this policy on an annual basis and providing direction to the Office of Communication and Information Technology for additions or modifications to the policy. The Office of Communication is responsible, via the events calendar manager, for approving event postings prior to the calendar item being posted publicly. In addition, Information Technology is responsible for maintaining and upgrading the technical aspects of the calendaring system.

Enforcement

The Office of Communications has sole responsibility for enforcing this policy. Information Technology will take whatever action necessary to support the enforcement of this policy under the guidance of the CIO and IT Managers.

**This policy was drafted, in part, from existing calendar policy at the University of Nevada, Reno*