

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:018	Supersedes Policy Number: 99:018
Date: <i>July 11, 2002</i>	Dated: February 10, 1999
Subject: <u>Coordination of University Events</u>	
Initiating Authority-Executive Director of Public Relations and Marketing	TBR Policy/Guideline Reference:
Approved: <i>[Signature]</i> President:	

- I. General-interest events and activities sent by faculty and staff are posted on the University Events Calendar within 2-3 working days of the confirmation-of-facility reservation by the facilities coordinator. (Example: Speaker in Clement Aud.)
  1. If the event does not require an APSU facility, the faculty or staff member in charge will post it on the University Events Calendar.
    - a. Under University Events Calendar, choose option "Request to Add Your Event" ([http://www.apsu.edu/calendar/campus\\_property.htm](http://www.apsu.edu/calendar/campus_property.htm)). Determine the facility/property form that best fits your needs and fill in the information. Unless you are notified of a scheduling problem, your event will be posted on the University Events Calendar within three working days
    - b. For events or activities of interest to a limited list of people, a faculty or staff member may create a specific, user-created list of faculty, staff, students or a combination and send an e-mail to that list of recipients.
    - c. General announcements to all internal audiences and the general public will be posed on the APSU homepage
  2. To post an announcement
    - a. Log-on Information
    - b. Browse to <https://www.apsu.edu/announcements/a>
      - \*Username: `apsunet\hoppes` (example only)
      - \*Password: \*\*\*\*\* (e-mail password)
      - \*If you see "Domain name," leave it blank
    - c. Information needed to post your announcement
      - \*Announcement category (your audience)

- \*Subject (short descriptive title of event)
- \*Date
- \*Brief description of event (250 characters limit)
- \*Post-from date
- \*Post-to date
- \*Web address (for full details)

d. Before posting your announcement, please check its accuracy. The announcement will be posted immediately. To change an incorrect posting, contact the Web coordinator.

3. Unacceptable messages/announcements

- a. Unacceptable use of APSU's e-mail service can be defined, generally, as postings that do not conform to the purpose, goals and mission of the University. If a user has a question about whether to send an e-mail using APSU resources, he/she should consult the APSU president or appropriate vice president before sending the e-mail.
- b. The following list, although not all-inclusive, provides some examples of unacceptable uses:
  - \* Private or personal for-profit activities
  - \* Personal use that creates a direct cost or adverse publicity to the University
  - \* Unauthorized, not-for-profit business activities, such as non-University-related fundraising
  - \* Transmission of incendiary statements or events that might incite violence
  - \* Unlawful/prohibited activities as defined by federal, state and local laws or regulations.

II. University departments, offices, programs and individuals who post events are responsible for their content. APSU reserves the right to edit submissions for accuracy and compliance with APSU policies and state and federal laws.