


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:018	Supersedes Policy Number: 99:018
Date: July 29, 1996	Dated: August 1, 1986
Subject: Coordination of University Events	
Initiating Authority: Vice President for Development and University Relations	TBR Policy/Guideline Reference:
Approved:  President	

1. The purpose of this policy is to assure the best possible coordination of special events that occur at the University. A special focus is to assist the University President by allowing him to attend as many major University activities as possible.
2. To accomplish the purpose of this policy, a standing committee of the University is established and entitled "The University Scheduling Committee." The committee members are as follows:

Vice President for Development and University Relations -
Chair

Director of Public Relations and Publications
Dean, College of Education
Dean, College of Arts and Sciences
Dean, College of Business
Dean, College of Graduate and Professional Programs
Director of the African American Culture Center
Director of International Education
Director of Extended Education
Executive Assistant to the President
Director of Admissions
Director of Alumni and Development
Director of Sports Information
Assistant Vice President for Academic Affairs
Executive Secretary to the President
Secretary for Public Relations and Publication Office
Office Manager for Development and University Relations Office
Director of the Center of Creative Arts

Director of MultiEthnic Services
Director of Affirmative Action
Manager of the Bookstore
Director of the Fort Campbell Center
Dean for the Library
Director of Student Activities
Assistant Director of Student Activities
Director of Physical Plant
Director of Public Safety

3. This committee will meet at the call of the chair. Normally the committee will meet in the July - August time frame, prior to the beginning of the academic year and then each quarter thereafter. At the first meeting a scheduling calendar will be developed and kept by the secretary in the Public Relations and Publications Office. This schedule will extend for a 12-month period. The schedule will include major activities external to the University that might require coordination with some of our on-campus events. The schedule will receive wide dissemination including departmental chairs and directors. Recipients of the schedule will be urged to pay close attention and participate in the process of eliminating duplications and conflicts.
4. A companion to this activity will be the establishment of a coordination calendar that will be kept in the President's Office. Faculty members or administrators who desire to organize a special event on campus should first review and then place on the coordination calendar the planned date of the event. If a major activity is scheduled already for the date in question, then the faculty member or administrator who is planning the event should make every effort to move their event to another date. The purpose of this is to ensure that the President of the University has the opportunity to be present at major events on campus that merit his presence. Two or three major activities on the same date eliminate the President's ability to participate in these major events. If two persons scheduling the major events cannot agree on changes in a specific date of an event, then they should touch base with the Executive Assistant to the President, who will attempt to rectify this conflict.
5. This committee's activity is a matter of scheduling of events and minimizing conflicts. The committee does not have responsibility for the content of programming on the campus.