


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:018	Supersedes Policy Number: 99:018
Date: February 10, 1999	Dated: July 29, 1996
Subject: Coordination of University Events	
Initiating Authority: Vice President for Dev. and University Relations	TBR Policy/Guideline Reference:
Approved:  President	

1. The purpose of this policy is:
 - a. To assure the best possible coordination and attendance at large-scale events. Large-scale events are defined as events intended to appeal to and attract an audience from the entire University and/or external communities;
 - b. To enable the University President to attend as many of these large-scale events as possible; and
 - c. To assist the organizers of limited-audience, smaller-scale events. These are events intended to appeal to a small audience on a topic of special interest.
 - d. To minimize scheduling conflicts for all University events.
 - e. It is not the purpose of this policy to control the content of programming nor to approve or disapprove an event, based upon content.

2. To accomplish the purpose of this policy, a committee of the University is established and entitled "The University Scheduling Committee" (USC). The committee members are as follows:

Vice President for Development and University Relations - Chair
Director of Alumni and Development
Director of Public Relations and Publications
Office Manager for Development and University Relations Office
Secretary for Public Relations and Publications Office
Dean, College of Arts and Sciences
Dean, College of Business
Dean, College of Education
Dean, College of Graduate Studies
Dean, College of Human Services and Nursing
Dean of the Library
Executive Director, Solutions Center
Assistant Vice President for Academic Affairs
Director of Admissions
Director of the African American Culture Center
Director of the Center for Creative Arts
Director of the Center for Field Biology
Director of International Education
Director of MultiEthnic Services
Assistant Vice President for Enrollment Services
Director of Enrollment Services, Austin Peay-Fort Campbell
Director of Student Activities
President of Student Government Association
Director of Housing and Residence Life
Assistant Director of Student Activities
Director of Bookstore
Director of Physical Plant
Director of Public Safety
Director of Affirmative Action
Director of Sports Information
Assistant to the President and Budget Officer
Executive Secretary to the President

3. The first step in planning either a large-scale or a smaller-scale, limited-audience event is to bring it to the attention of the secretary in the Public Relations and Publications Office (Extension 7459), who will maintain a master schedule that will extend forward for a 12-month period.

4. Advanced planning is necessary to ensure successful large-scale events. Toward this end, the USC will meet a minimum of three times annually: in February to alert everyone to the need to begin planning events for the following year; in April before the end of the academic year to develop the Calendar of Events for the Fall Term; and, in early November to formalize Spring Term events. Additional meetings may be called as needed by the Chair of the USC.

At these meetings, the Secretary in the Public Relations and Publications Office will distribute all events brought to her/his attention for the next 12 months. The USC shall review the proposed "large-scale" events and, based upon factors such as timing and potential conflicts, approve the date for each event.

5. A "large-scale event" (see definition in 1.a. above) shall be held only if it has been coordinated through the University Scheduling Committee meeting.
6. The USC will develop and maintain an annual schedule. The work of the committee will result in two event brochures being published and distributed each academic year--one in August for the Fall Term and one in December for the Spring Term.
7. Once the event brochure for a term has been published and distributed, the major events for that term shall be considered set, and no others shall be added.
8. On rare occasions an unforeseeable opportunity may arise for a major event that is not in the printed Events Brochure. On such occasions the proposed event must be taken to the appropriate Vice President. If the Vice President views the event as compelling because of its educational or public relations value, the Vice President may allow the event to advance to the USC and a special meeting will be called. The USC will advise as to whether or not the event ought to be held. This provision in the policy shall not be exercised as an alternative to advanced planning.