PURPOSE:
The purpose of this policy is to connect CI’s campus community by providing a CI Events Calendar that publishes accurate, up-to-date information on events and activities related to the University.

The purpose of this policy is to outline the intent and use of the University Events Calendar for the California State University Channel Islands (CSUCI) campus community.

BACKGROUND:
The University Events Calendar is located on the internet at https://www.csuci.edu/events/index.htm for the purpose of disseminating public information concerning CSU Channel Islands' activities and events.

POLICY:

Accountability:
The calendar editor (Conferences & Events) and web administrator from Technology & Communication Information Technology Services, and staff and faculty submitting events to the calendar.

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

Definition(s):
N/A

Text:
A. Intent of the Calendar
The University Events Calendar reflects regular or routine events that publish accurate, up-to-date information about University events and activities. It is not a bulletin board for the sale or purchase of goods and services. Items must directly relate to University events and activities. Submissions must be events and/or activities that adhere to the Policy on Time, Place and Manner and the Use of University Buildings and Grounds and be sanctioned by the University. Types of events displayed on the calendar include academic events, lectures and presentations, admissions events, co-curricular events and activities for students, intramural and recreational sports, alumni events, art and film exhibits, concerts and performances, and University Advancement or Foundation events. Academic and research, alumni, community, staff, student organization, and campus life events.
Policy on the University Events Calendar

B. Calendar Usage

CI-CSUCI faculty and staff may submit events for inclusion on the CI Events Calendar publication on the University Events Calendar. The Division of Student Affairs designee will submit all calendar requests on behalf of students and/or student organizations, in order to ensure that events have been sanctioned by the University.

C. Submission Deadlines and Process

In order to allow ample time for the University Events staff to promote, review, and process submission of events, all requests should must be submitted through the University’s online event webpage, 25Live, a minimum of 14 15 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 CI-University Events Calendar are responsible for immediately notifying the calendar editor, 25Live administrator of any updates or modifications to the original submission, including changes in time, location, and cancellations. If the original information has changed (i.e. cancellations, time changes, etc.).

EXHIBIT(s):
None.