

East Tennessee State University

Policy: Calendar of Events Policy

Calendar of Events

an Information Technology Services Policy

Purpose

The ETSU online calendar system provides an important, front-line method to announce and publicize events that are open to both large and small segments of the campus community and the general public, including special lectures, concerts, plays, exhibits, sporting events, organizational meetings and events, and more. This is the official university calendar of events, and all campus units are to enter events on this calendar regardless of whether they maintain separate calendars on their departmental/office websites.

This policy outlines the purpose of the ETSU online calendar system, identifies responsibilities of authorized users of the system, recommends methods for monitoring the system, and reviews the procedure for managing passwords.

The online calendar system is administered and maintained by Information Technology Services, under the guidance of the ETSU Information Technology Council (ITC) and in consultation with the Office of University Relations. Information Technology Services (ITS) is responsible for the technical aspects of the calendar, including system maintenance, software issues, and user account/password administration. The Office of University Relations, as the official public liaison point of contact for ETSU, works with ITS and authorized users on questions of calendar content, organization and style.

Event locations in the calendar system are entered by Academic Technology Support (ATS), a department within Information Services. Many locations have already been entered, and can be selected via a drop down box when an event is entered. If you do not see the location (building or room) you need for an event, please notify ATS (439-8249, 439-8611 or cms@etsu.edu) so that it can be added.

Information on campus events will be entered into the system by authorized users representing the university's colleges, schools, and major academic units, as well as some individual departments and campus units that sponsor a great number of events. Each authorized user will receive an account name and password and receive training to enter calendar items into the system.

For system security purposes, it is strongly recommended that only authorized users enter information into the calendar. Under no circumstances are students graduate or undergraduate to be given password access to this system.

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It is critical that authorized users protect the security of their passwords. Misuse of the calendar system could lead to significant embarrassment and have a potentially negative impact on the university.

Passwords should be changed annually, when an employee leaves the university, or whenever an authorized user believes security may be compromised. Authorized users may call ATS at 439-8249 or 439-8611 to have their passwords reset.

Please note that authorized users should notify ATS at 439-8249 or 439-8611 when they leave the university (through retirement or new employment elsewhere) or transfer to another department, so that arrangements may be made to assign and train a new authorized user for their unit.

Only campus departments and units that sponsor events may post to the online calendar system. Among those items that are not appropriate for posting on this calendar are classes and non-university related items. Events that a department may closely support, but not actually sponsor, are also inappropriate for this calendar. These include theatrical events in the surrounding area or neighboring colleges, community arts events, area festivals, church events, civic club events, etc.

Authorized users are responsible for monitoring and maintaining the calendar system. Among these responsibilities are:

*Duplicate Entries: Some events may have multiple sponsors, which could result in inadvertent duplicate entries. To reduce such duplicates, please remember in the planning of multiple-sponsor events to designate one sponsor to enter the calendar item.

Authorized users are primarily responsible for educating the faculty and staff in their units on the process for submitting events for inclusion on the calendar.

An event sponsor is to supply the appropriate authorized user with complete information, or as much information as possible, for entry on the calendar. Basic information needed includes:

An Online Calendar Event Information Form is available to guide event sponsors in providing the required information. To access this form, click the Add Event to Calendar link at the bottom right hand corner of the Calendar page.

Please note that calendar entries should be completed as early as possible in the event planning process (at least two months in advance is highly recommended). This helps to ensure that

An organization may be in the process of planning an event and have a date selected five months ahead of time, but perhaps the time, location or cost have not been determined; this organization is encouraged to provide all available information to the authorized user, who may specify the time, location and cost as TBA at that time, and update the entry later once those additional details have been established.

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For password and location requests/changes and technical concerns related to the calendar system and data entry, contact Sherry Martinez in ATS at 439-8249 or martines@etsu.edu.

For questions regarding appropriate use, content, or style, contact Jennifer Hill in the Office of University Relations at 439-5693 or hill@etsu.edu.

Approved by: Information Technology Council

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