

Stanford University

Administrative Guide

2011 Publication Deadlines

March 15, 2011

- Final wording with tracked changes and names/titles of reviewers to Admin Guide Editor Jan. 31
- Editor notifies Liaison Group of changes Feb. 14
- Deadline for Liaison Group comments to Editor Feb. 21
- Owners receive copy for approval Feb. 28
- Owners return approval/non-approval March 7
- Online publication and email sent to Update distribution list March 15

June 15, 2011

- Final wording with tracked changes and names/titles of reviewers to Admin Guide Editor May 4
- Editor notifies Liaison Group of changes May 16
- Deadline for Liaison Group comments to Editor May 23
- Owners receive copy for approval May 31
- Owners return approval/non-approval June 7
- Online publication and email sent to Update distribution list June 15

September 1, 2011

- Final wording with tracked changes and names/titles of reviewers to Admin Guide Editor July 22
- Editor notifies Liaison Group of changes Aug. 5
- Deadline for Liaison Group comments to Editor Aug. 12
- Owners receive copy for approval Aug. 19
- Owners return approval/non-approval Aug. 26
- Online publication and email sent to Update distribution list Sept. 1

December 15, 2011

- Final wording with tracked changes and names/titles of reviewers to Admin Guide Editor Nov. 3
- Editor notifies Liaison Group of changes Nov. 14
- Deadline for Liaison Group comments to Editor Nov. 21
- Owners receive copy for approval Dec. 1
- Owners return approval/non-approval Dec. 8
- Online publication and email sent to Update distribution list Dec. 15

To contact the Administrative Guide Editor, go to guide-editor@lists.stanford.edu

To put your name on the Update distribution list, go to guide-update-join@lists.stanford.edu