Administrative Guide 2017 Publication Schedule

If you are a policy owner or working with a policy owner to update an existing Administrative Guide Memo or create a new policy, please see the Change Request Guidelines and the 2017 publication schedule below. Typically, policies are updated quarterly; however, if an urgent update is needed, please indicate that in your email.

- For existing policies: Email guide-editor@lists.stanford.edu to request the current version in Word doc format. Make updates using Track Changes and return. The policy owner’s approval must be in writing.
- For new policies: Email guide-editor@lists.stanford.edu to identify the chapter and sub-chapter where the new policy is to be created. The Administrative Guide editor will be in contact to discuss the new policy. New policies are reviewed by a group of leaders prior to publication and additional time is needed for this review.
- Changes to guide memos that are minor in nature: Changes such as URL, typo, or departmental name updates that do not affect policy content are considered “housekeeping.” Housekeeping changes can be made at any time by emailing guide-editor@lists.stanford.edu.

March 10, 2017 Update
- Final text with tracked changes and approval by policy owner(s) due to AG Editor February 10
- Online publication and notice sent to guide-update distribution list March 10

July 7, 2017 Update
- Final text with tracked changes and names/titles of reviewers to AG Editor June 9
- Online publication and notice sent to guide-update distribution list July 7

September 1, 2017 Update
- Final text with tracked changes and names/titles of reviewers to AG Editor August 4
- Online publication and notice sent to guide-update distribution list September 1

December 8, 2017 Update
- Final text with tracked changes and names/titles of reviewers to AG Editor November 10
- Online publication and notice sent to guide-update distribution list December 8

To request a change to a specific Guide Memo, please complete the Change Request form.