

Administrative Guide 2015 Publication Schedule

March 13, 2015

- Final text with tracked changes and names/titles of reviewers to AG Editor Feb. 6
- Editor notifies Liaison Group of changes Feb. 13
- Liaison Group comments due back to Editor Feb. 20
- Policy owners receive copy for approval Feb. 27
- Approval by Policy owners due back to Editor, if approval not already received March 6
- Online publication and notice sent to guide-update distribution list March 13

July 10, 2015 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor June 5
- Editor notifies Liaison Group of changes June 12
- Liaison Group comments due back to Editor June 19
- Policy owners receive copy for approval June 26
- Approval by Policy owners due back to Editor, if approval not already received July 2
- Online publication and notice sent to guide-update distribution list July 10

September 4, 2015 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor July 31
- Editor notifies Liaison Group of changes Aug. 7
- Liaison Group comments due back to Editor Aug. 14
- Policy owners receive copy for approval Aug. 21
- Approval by Policy owners due back to Editor, if approval not already received Aug. 28
- Online publication and notice sent to guide-update distribution list Sept. 4

December 4, 2015 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor Oct. 30
- Editor notifies Liaison Group of changes Nov. 6
- Liaison Group comments due back to Editor Nov. 13
- Policy owners receive copy for approval Nov. 20
- Approval by Policy owners due back to Editor, if approval not already received Nov. 27
- Online publication and notice sent to guide-update distribution list Dec. 4

Contact the Administrative Guide Editor to request a copy of the master for a policy needing updates:

guide-editor@lists.stanford.edu.

To request a change to a specific Guide Memo, please complete the [Change Request form](#).