

## Administrative Guide 2016 Publication Schedule

### March 11, 2016

- Final text with tracked changes and names/titles of reviewers to AG Editor Feb. 5
- Editor notifies Liaison Group of changes Feb. 12
- Liaison Group comments due back to Editor Feb. 19
- Policy owners receive copy for approval Feb. 26
- Approval by Policy owners due back to Editor, if approval not already received March 4
- Online publication and notice sent to guide-update distribution list March 11

### July 8, 2016 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor June 3
- Editor notifies Liaison Group of changes June 10
- Liaison Group comments due back to Editor June 17
- Policy owners receive copy for approval June 24
- Approval by Policy owners due back to Editor, if approval not already received July 1
- Online publication and notice sent to guide-update distribution list July 8

### September 2, 2016 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor July 29
- Editor notifies Liaison Group of changes Aug. 5
- Liaison Group comments due back to Editor Aug. 12
- Policy owners receive copy for approval Aug. 19
- Approval by Policy owners due back to Editor, if approval not already received Aug. 26
- Online publication and notice sent to guide-update distribution list Sept. 2

### December 9, 2016 Update Schedule

- Final text with tracked changes and names/titles of reviewers to AG Editor Nov. 4
- Editor notifies Liaison Group of changes Nov. 11
- Liaison Group comments due back to Editor Nov. 18
- Policy owners receive copy for approval Nov. 25
- Approval by Policy owners due back to Editor, if approval not already received Dec. 2
- Online publication and notice sent to guide-update distribution list Dec. 9

Contact the Administrative Guide Editor to request a copy of the master for a policy needing updates:  
[guide-editor@lists.stanford.edu](mailto:guide-editor@lists.stanford.edu).

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