
ACADEMIC AFFAIRS GUIDELINES FOR 'VILLE DAILY SUBMISSION

Items submitted from units within Academic Affairs Division for the 'Ville Daily require the approval of the Dean or Director and then the Provost. Once items are approved by the Dean or Director, they should be submitted to Gloria.Dao@millersville.edu for the Provost's approval. **Please do not submit items to Gloria without first obtaining the Dean's or Director's approval.**

In order to expedite your request, items submitted must follow the guidelines below:

1. Events or information **must be related** to Academic Affairs.
 - a. The event should directly involve Millersville faculty, staff and/or students.
 - b. Requests for faculty to make announcements in class will not be honored.
 - c. Charitable or external vendor solicitations will not be honored.
2. Items accepted are limited to the following:
 - a. The announcement **may not exceed 2MB in size**. (If necessary, create links for large announcements).
 - b. Format the announcement in PDF form.
 - c. Include contact person's name and email/phone number **within the announcement**.
 - d. Proofread **the accuracy of information** and check all links within the message to **verify that they go directly to the desired web page**.
3. To avoid delay, the announcement **must include** the following:
 - a. Selected Section—choose one: (1) University News [comprised of faculty/staff and students], (2) Faculty/Staff or (3) Students
 - b. Title or Subject Line
 - c. Desired posting date
 - d. Submit your request **at least two business days prior** to the date you would like the announcement to be posted. Announcements sent too close to an event date/deadline might not be honored.

Thank you for your cooperation.

Per ['VILLE DAILY POLICY](#), items submitted will run from 1-5 consecutive business days in the selected section; University News, Student News or Faculty/Staff (one section per item). After the initial run, the item may be moved to "Upcoming Events" if it is coming up in the next week or two. 'Ville Daily is sent once a day during the semesters on business days. It is a twice-a-week publication during breaks/holidays/summer.

NOTE: *Due to large volume of entries, 'Ville Daily is unable to accommodate alternate days or any sort of split schedule (i.e., two days one week, two days the next).*