

---

## ACADEMIC AFFAIRS GUIDELINES FOR 'VILLE DAILY SUBMISSION

---

Items submitted from units within Academic Affairs Division for '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 [Rachel.Opala@Millersville.edu](mailto:Rachel.Opala@Millersville.edu) for the Provost's approval. **Please do not submit items to Rachel 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. Use the form ['Ville Daily User Submissions](#) to submit your "Ville Daily request.
  - a. Anyone in Academic Affairs can submit a 'Ville Daily request using the form above.
  - b. If you find that you are not able to submit, [fill out the form for access by clicking on this hyperlink.](#) You will submit a test submission and then email Kelsey Madas at [Kelsey.Madas@millersville.edu](mailto:Kelsey.Madas@millersville.edu) to see if she received it.
  - c. Under "Area to Submit to" on the form, choose either "Faculty and Academic Affairs" or "Student Academic Affairs" so that it is sent to Rachel Opala. It doesn't matter which one you choose. This is simply a routing-mechanism.
  - d. Please note: you are encouraged to use text in your posts, not a PDF, as it is accessible to everyone. If you submit a PDF or an image, all information included in the PDF or image must be written out and included in the details in the 'Ville Daily form. You are also encouraged to put the date and time of your event in the title or short summary section of your post.
  - e. After submission, the submitter will receive an email receipt that states at the top, "Your 'Ville Daily submission was received for ('Faculty and' or 'Student') Academic Affairs. **YOU MUST FORWARD THIS EMAIL RECEIPT TO YOUR DEAN/DIRECTOR FOR APPROVAL.** Please note, this submission is not considered complete until you forward this email to your dean/director for approval."
  - f. Please forward your email receipt to your dean/director for approval (Dr. James Delle, Dr. Rachel Finley-Bowman, Dr. Lara Willox, Dr. Ieva Zake, Dr. Marc Harris, Dr. Marc Tomljanovich, Dr. Carol Runge, Ms. Alison Hutchinson, Mr. Jeffry Porter, or Mr. Miles Gallagher).
3. To avoid delay, the announcement **should be submitted** at least four 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. This will allow the dean/director two business days to process the approval and submit it to the office of the provost. It will also allow the Provost two business days to process the approval.

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 News (one section per item). 'Ville Daily is sent once a day during the semesters on business days. It is a twice-a-week publication during breaks/holidays/summer.