

Faculty/Staff Calendar

The Faculty/Staff Calendar is an interactive Web-based program that enables the USFSP community to post, view and search for internal events at USFSP. The Calendar provides university entities (colleges, departments, etc.) with a simple, centralized means to announce and describe their internal events to the university community.

Adding an Event

It's easy to add a listing to the Faculty/Staff Calendar following this procedure:

1. The event should be sponsored by an official university entity (college, department, etc).
2. Each event submission should include: an event category ("Events – Open to the Public" or "Events - Intended for Faculty/Staff"), title, your name, e-mail address, event start and end times, and event start and end date. The Event Content field should include a summary description of the event and the building and room in which the event is to be held. Please fill out all fields provided.
3. Event planners should use the Faculty/Staff Calendar's "Submit Event" button to submit events to the calendar.

Calendar Editor

Faculty/Staff Calendar Editor: Karen Talamantez

Email: <mailto:karental@spadmin.usf.edu> Phone: 727-873-4684

Suggested Types of Events

Events that are directed to faculty and staff: administrative/faculty/staff meetings, training sessions, etc. are examples of events that are included in the USFSP Faculty/Staff Calendar.

Disclaimer

The university makes every attempt to assure the accuracy of the information in the Faculty/Staff Calendar. Events that are changed, postponed or cancelled at the last minute may not be reflected in the Faculty/Staff Calendar.

*Please Note: Although the Faculty/Staff Calendar is a useful resource for event planners, it is not part of an official scheduling system. Posting an event location on this calendar will not reserve that location for your event -- scheduling events must be done through established university procedures.