

DEARBORN ADMINISTRATIVE GUIDE

Updating Process

The Dearborn Administrative Guide (DAG) is no longer distributed on paper--it is available only on the web. Therefore, it is a document that may be updated whenever necessary, not just once a year. If your department experiences a change in personnel, policy, etc., please update your pages per the following instructions:

- When updating the pages originating from your department, please print the page, edit in red and send to Cynthia S. Kecskes at 1161 AB. (Or, in Adobe, you can show corrections on the .pdf file, save and send it by [e-mail](#)). If you have extensive editing, you may request a Microsoft Word document of the policy from C. Kecskes. After editing, please send to ckecskes@umd.umich.edu as an e-mail attachment. Always reference the DAG number in your correspondence. She will then update the DAG website.
- Please make sure any links on your page are correct. If not, please advise me of the new web address for the link(s).
- If your department already has a web page with updated policies, you may want to link the pages. That way, whenever there is a change processed on your website, the DAG is also automatically updated.
- In order to expedite your ability to update pages that are your department's responsibility, please click on the pages listed by your name. If someone else in your department is responsible for making the changes, please advise ckecskes@umd.umich.edu to change the e-mail group and this list.
- It is important to keep this current.

-
- [Sandy Beck: 608.](#)
 - [Linda Brown: 453.1.](#)
 - [Drew Buchanan: 201.65-1, 201.65-1a, 203.1, 502, 506.2, 506.2a, 506.2b, 506.2c.](#)
 - [Beth Connors: 512.2, 601.12.](#)
 - [Suzette Crandell: 201.14, 401.](#)
 - [Kristin Elliott: 506.1, 506.3, 603.1, 603.8.](#)
 - [Kristen Grube: 510.3, 608.2a.](#)
 - [Susan Guinn: 608.2a.](#)
 - [Kathleen Haag: 510.3.](#)

DEARBORN ADMINISTRATIVE GUIDE

- [Judy Harris](#): [511](#), [514.1](#), [517.1](#), [517.2](#).
- [Kathleen Herr](#): [515](#), [608](#), [608.2](#).
- [Monica Hetu](#): [201.15a](#), [401.1](#), [401.2](#), [407](#), [453](#), [601.4](#), [603.45](#)
- [Terry Ianni](#): [601.2](#), [601.21](#).
- [Kathy Irwin](#): [302](#).
- [Cynthia Kecskes](#): [500.5](#), [501](#), [501.1](#), [501.2-2](#), [501.3](#), [501.4](#), [501.4-2](#), [501.43](#), [501.5](#), [501.6a](#), [502](#), [502.2](#), [502.3](#), [503](#), [505](#), [506](#), [507](#), [507.1](#), [507.3](#), [518.2](#), [604](#), [604.1](#).
- [Judy Kennard](#): [202.3](#).
- [Susan Martin](#): [608.2](#).
- [Judy Modelski](#): [603](#).
- [Cynthia Moehring](#): [200](#).
- [Janet Pecora](#): [601.1](#).
- [Diane Sigler](#): [603.7](#).
- [Denise Sombati](#): [607.1](#), [608](#), [608.2](#).
- [Linda Southward](#): [202](#), [202.1](#), [501.2](#), [502.1a](#), [503](#).
- [Sandy Sumerton](#): [601.2](#), [606.1](#).
- [Ataul Usman](#): [201.3](#), [201.4](#), [201.6](#), [201.8](#), [201.11](#), [201.12](#), [201.22](#), [201.25](#), [201.27](#), [201.34](#), [201.35](#), [201.46](#), [201.57](#), [201.58](#), [201.63](#), [201.64](#), [201.68](#), [201.69](#), [201.78](#), [201.80](#), [201.82](#), [201.85](#), [201.89](#), [202.3](#), [506.2a](#), [603.2](#).

Updated 3/31/08csk