Reminder for article submission goes out on 12th of every month via cron job (Haibo Wang).

ACSS staff members and guest writers submit articles.

Articles are uploaded. (Teresa McCarver)

HTML editing begins (Teresa McCarver).

Request for proof reading is sent to Robby Seitz, Tracy Wascom, and Jason Ferguson.

Additional edits are made (Teresa McCarver).

Newsletter is sent to faculty, staff, and other subscribers via e-mail to groups. (Teresa McCarver)

END

Division(s): ACSS
Customer: UM Faculty, UM Staff, and subscribers
Process Owner: Teresa McCarver and all other ACSS Staff Members