

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 06-16

Section: University Advancement

Subject: Public Announcements

All colleges, departments or offices shall coordinate with the Office of University Communications well in advance of any university event which needs to be publicized, especially those which may attract interest from the news media or which may reflect on the programs and policies of the university. This practice also will help avoid conflicting events. Postponements, cancellations or changes in time and place should be reported promptly, so that appropriate news media might be notified.

The Office of University Communications is responsible for releasing information concerning the hiring of personnel. Any college, department or office which hires personnel who will have a significant amount of public contact should provide the Office of University Communications with information necessary for adequate publicity.

Official enrollment figures should be announced through the Office of University Communications, with approval of the president, to assure consistency and up-to-date information.

The Office of University Communications also should receive adequate advance notification of new programs and policy changes so that proper arrangements can be made for a release to the news media.

Reviewed 06/24/13.