



UNIVERSITY POLICY

SUBJECT: ADMINISTRATION

TITLE: PRESS CONFERENCES AND
MEDIA RELEASES

CODING: 00-01-10-115:00

ADOPTED: 07/01/87

AMENDED: 05/30/01

I. PURPOSE

To ensure information regarding UMDNJ released to the media is accurate and consistent with University position.

II. ACCOUNTABILITY

Under the direction of the Vice President for Government and Public Affairs, the Senior Manager of University News Service shall ensure compliance with and implement this policy.

III. REFERENCES

- A. Media Release: General [00-01-10-105:00](#)
- B. Media Release: Academic, Clinical [00-01-10-105:05](#)
- C. Public Events – External Organizations [00-01-10-70:00](#)
- D. UMDNJ Events – Internal Organizations [00-01-10-70:05](#)

IV. POLICY

The Senior Manager of University News Service will direct the preparation of news releases, statements, or other suitable materials, and/or direct the arrangement of press conferences when necessary.

1. Press conferences should not be contemplated except for developments of major importance (e.g., of sufficient importance to attract radio, television, magazine and newspaper reports from New York City). An example of such an event would be the announcement of a major medical discovery or of an educational policy or University program of precedent-setting nature.
2. Media releases, statements, materials, conferences or other information provided to the media must be cleared with the faculty source, Department Chair, appropriate Dean, Senior Manager University News Service, and the Vice President for Government and Public Affairs in order to ensure orderly and propitious disclosure and conformity with University policy.

By Direction of the President:

Vice President for Government and Public Affairs