UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION		**TITLE:**	PUBLICATION APPROVAL	
CODING:	00-01-10-120:00	**ADOPTED:**	07/01/87	**AMENDED:**	10/06/05
				LAST REVIEWED:	10/06/05

I. PURPOSE

To ensure consistent and accurate presentation of informational literature about the University, its schools and programs.

II. ACCOUNTABILITY

Under the direction of the Vice President for University Affairs, the Director of University Marketing Communications shall ensure compliance with this policy. The Director of University Marketing Communications in concert with the Deans, Vice Presidents and President/CEOs of the Healthcare Units shall implement this policy.

III. POLICY

A. The following steps are to be followed to clear and publish annual reports, newsletters, training booklets, education brochures and leaflets and general-information literature:

1. Upon completion of the final draft of any publication designed for external audiences, the author is to forward the text to the Director of University Marketing Communications for review with (a) information on its proposed use and funding source and (b) approval by Department Chair and the Dean of the school, or appropriate Vice President.

2. The review by the Director of University Marketing Communications (in consultation with the author) will be with regard to University policy, general editorial style, layout, etc. The Director of University Marketing Communications will submit the final draft to the Vice President for University Affairs for review, if necessary.

B. Newspapers and Newsletters

Publishing a newsletter, newspaper or other periodical for internal or external distribution first requires approval from the Vice President for University Affairs, with the request outlining purpose, budget, circulation and production method. This request must be submitted through the appropriate Department Chairs and Dean or Director and Vice President. The Director of University Marketing Communications and staff are available for consultation assistance.

By Direction of the President:

_____

Vice President for University Affairs