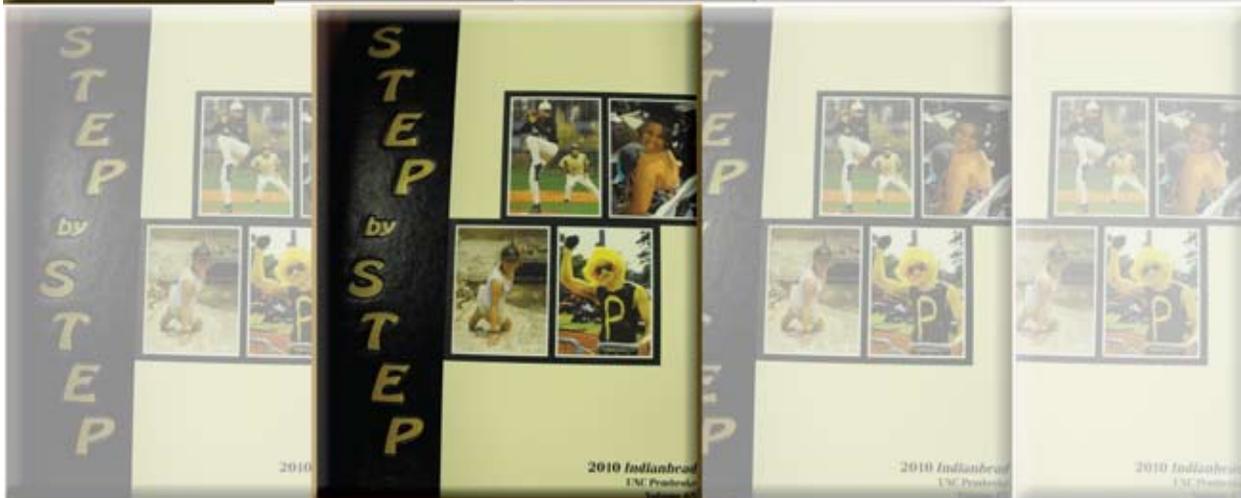


THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

STUDENT PUBLICATIONS MANUAL

February 2011



STUDENT PUBLICATIONS BOARD GUIDELINES

THE STUDENT PUBLICATIONS BOARD

The Student Publications Board is a subcommittee of the Student Affairs and Campus Life Standing Committee of the Faculty Senate. The Board's Chair is a voting member of that committee. The Student Publications Board will serve as the selection committee for the editors for *The Aurochs*, the campus literary magazine; the *Indianhead*, the campus yearbook; and *The Pine Needle*, the campus newspaper. The Board shall be responsible for interviewing applicants, selecting editors, and hearing charges that could lead to the dismissal of editors. The Board will serve as the arbitrator in the event that censorship pressures arise and will develop other roles which the Board deems proper. The Board will not, however, attempt to provide active oversight of the day-to-day workings of student publications.

COMPOSITION OF THE BOARD

The Student Publications Board shall be composed of nine (9) members: the incumbent literary magazine editor, the incumbent yearbook editor, the incumbent newspaper editor, the Associate Vice Chancellor for Student Affairs, the faculty advisor for the literary magazine, the faculty advisor for the yearbook, the faculty advisor for the newspaper, the incumbent SGA president or her/his representative, and one faculty member not actively involved with any student publication nominated by the Faculty Senate Committee on Committees and Elections. The Chair of the Board will rotate yearly among the faculty advisors of the publications.

PROFESSIONAL STANDARDS AND ETHICS

While the UNCP Administration recognizes student publications as a viable means of communication with the student body, it shall by no means attempt to influence content. Advisors will review content only for potential plagiarism, libel, copyright violations, and invasion of privacy. Faculty advisors will advise staff relative to libel, active ethics, and integrity in documenting facts.

THE AUROCHS POLICIES

In order to provide continuity and guidance for *The Aurochs* editor and staff, The University of North Carolina at Pembroke Student Publications Board establishes the following policies for *The Aurochs*:

1. The advisor will post a position description for the editor position on the Career Center's Brave Opportunities website at least three (3) weeks prior to the application deadline set by the Board each spring. The advisor will post position descriptions for other salaried positions on the Career Center's Brave Opportunities website as needed. Student Assignment Agreements for salaried staff, together with all required attachments, must be completed and submitted to the faculty advisor by the first week in the Fall and Spring semesters.
2. Reasonable progress toward meeting submissions, editorial review, and publisher's deadlines during the Fall and Spring semesters is required to ensure that each year's issue of the literary magazine will be delivered and distributed by the end of the academic year.
3. All salaried staff are required to either register for or audit the Literary Magazine Production course each semester. Weekly attendance is mandatory in order that salaried staff retain their positions.
4. The faculty advisor will advise the literary magazine staff each semester relative to libel law, active ethics, and integrity in documenting facts.
5. Advisors (faculty and administrative) are responsible for signing all requisitions, contracts, and authorizations for payment prior to expenditures.
6. Salaried staff will receive payment based upon successful completion of the responsibilities specified in the contracts. Salaries will be adjusted, as specified in the contracts, when contractual obligations are not met.
7. Students enrolled in the Literary Magazine Production course will receive a grade of P (one credit hour/semester) based upon regular attendance and successful completion of tasks as outlined in the course syllabus.
8. Each issue of *The Aurochs* must be reviewed by the faculty advisor for potential plagiarism, libel, copyright violations, and invasion of privacy prior to its being sent to the printer.
9. Anonymous work will not be published in *The Aurochs*.
10. The faculty advisor, in concurrence with the Student Publications Board, has the authority and responsibility to terminate the editor from his/her position with the magazine if that person is not meeting his/her contractual obligations. Likewise, the editor has the authority and responsibility to recommend to the faculty advisor that salaried staff be relieved of their positions based upon negligence of their contractual obligations. All staff members must conduct themselves according to professional standards and follow ethical practices.
11. *The Aurochs* reserves the right to consider work submitted by students outside the University at the discretion of the editor and faculty advisor.

INDIANHEAD POLICIES

In order to provide continuity and guidance for the *Indianhead* editor and staff, The University of North Carolina at Pembroke Student Publications Board establishes the following policies for the *Indianhead*:

1. The advisor will post a position description for the editor-in-chief position on the Career Center's Brave Opportunities website at least three (3) weeks prior to the application deadline set by the Board each spring. The advisor will post position descriptions for other salaried positions on the Career Center's Brave Opportunities website as needed. Student Assignment Agreements for salaried staff, together with all required attachments, must be completed and submitted to the faculty advisor by the first week in the Fall and Spring semesters.
2. Reasonable progress towards meeting periodic publisher's deadlines during the Fall and Spring semesters is required to ensure that each year's volume of the yearbook will be delivered and distributed by the end of the academic year.
3. All salaried editorial staff are required to meet with the editor-in-chief and faculty advisor once a week at a time specified at the start of each semester. All salaried photography staff are required to meet with the photography editor and faculty advisor once a week at a time specified at the start of each semester. Weekly attendance at staff meetings is mandatory in order that salaried staff retain their positions. Salaried staff are also strongly encouraged to register for the Yearbook Production course each semester.
4. The faculty advisor will advise the yearbook staff at the first class and staff meetings each semester relative to libel law, active ethics, and integrity in documenting facts.
5. Advisors (faculty and administrative) are responsible for signing all requisitions, contracts, and authorizations for payment prior to expenditures.
6. Salaried staff will receive payment based upon the successful completion of the responsibilities specified in their contracts. Salaries will be adjusted, as specified in the contracts, when contractual obligations are not met.
7. Students enrolled in the Yearbook Production course will receive a grade of P (one credit hour/semester) based upon regular attendance and successful completion of tasks as outlined in the course syllabus.
8. Each page of the *Indianhead* must be reviewed by the faculty advisor for potential plagiarism, libel, copyright violations, and invasion of privacy prior to its being sent to the printer. Each page must be reviewed by the editor-in-chief and the appropriate section editor for completeness, factual accuracy, grammatical correctness, and stylistic consistency prior to its being sent to the printer. Each set of proofs must be reviewed by the faculty advisor, the editor-in-chief, and the appropriate section editor using the previously specified criteria and must be returned to the printer within 48 hours of its receipt.
9. The faculty advisor, in concurrence with the Student Publications Board, has the authority and responsibility to terminate the editor-in-chief from his/her position with the yearbook if that person is not meeting his/her contractual obligations. Likewise, the editor-in-chief has the authority and responsibility to recommend to the faculty advisor that salaried staff be relieved of their positions based upon negligence of their contractual obligations. All staff members must conduct themselves according to professional standards and follow ethical practices.

THE PINE NEEDLE POLICIES

In order to provide continuity and guidance for *The Pine Needle* editor and staff, The University of North Carolina at Pembroke Student Publications Board establishes the following policies for *The Pine Needle*:

1. The advisor will post a position description for the editor-in-chief position on the Career Center's Brave Opportunities website at least three (3) weeks prior to the application deadline set by the Board each spring. The advisor will post position descriptions for other salaried positions on the Career Center's Brave Opportunities website as needed. Student Assignment Agreements for salaried staff, together with all required attachments, must be completed and submitted to the faculty advisor by the first week in the Fall and Spring semesters.
2. A minimum of seven (7) issues of the newspaper of not less than eight (8) pages each are required per semester.
3. All salaried staff are required to either register for or audit the Student Newspaper Production course each semester. Weekly attendance is mandatory in order that salaried staff retain their positions.
4. The faculty advisor will advise the newspaper staff at the first meeting each semester relative to libel law, active ethics, and integrity in documenting facts.
5. Advisors (faculty and administrative) are responsible for signing all requisitions, contracts, and authorizations for payment prior to expenditures.
6. Salaried staff will receive payment based upon the successful completion of staff assignments. More specifically, salaries will be adjusted when assignments are not completed.
7. Students enrolled in the Student Newspaper Production course will receive a grade of P (one credit hour/semester) based upon regular attendance and successful completion of tasks as outlined in the course syllabus.
8. Each issue of *The Pine Needle* must be reviewed by the faculty advisor for potential plagiarism, libel, copyright violations, and invasion of privacy prior to its being sent to the printer.
9. Anonymous letters, editorials, or other articles will not be published in *The Pine Needle*.
10. *The Pine Needle* accepts paid advertisements based on a space rate schedule but reserves the right to decline to publish advertisements deemed inappropriate for its audience.
11. The faculty advisor, in concurrence with the Student Publications Board, has the authority and responsibility to terminate the editor-in-chief from his/her position with the newspaper if that person is not meeting his/her contractual obligations. Likewise, the editor-in-chief has the authority and responsibility to recommend to the faculty advisor that salaried staff be relieved of their positions based upon negligence of their contractual obligations. All staff members must conduct themselves according to professional standards and follow ethical practices.