

UT ARLINGTON STUDENT PUBLICATIONS HANDBOOK

Revision history

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UT ARLINGTON STUDENT PUBLICATIONS HANDBOOK

Introduction

The University of Texas at Arlington recognizes the student press as a valuable campus asset in establishing and maintaining an informed student body and an atmosphere of free and responsible discussion. Student publications are a means of perform a valuable function by reporting and disseminating news and information, of bringing campus concerns to the attention of institutional authorities and of providing channels of communication that encourage informed campus opinion.

It is the mission of student publications at UT Arlington to:

1. provide news and information about and of interest to the student body in publications that strive for the highest journalistic standards of accuracy and fairness;
2. provide a designated public forum for opinion and discussion, and
3. provide practical learning experiences in an environment dedicated to excellence, student freedom of expression and sound business practices appropriate to the academic setting.

Editorial freedom for UT Arlington student publications is protected by recognizing the responsibility and authority of editors and allowing them to develop editorial positions and determine news coverage. University officials are not permitted to review content prior to distribution unless asked to do so by editors, nor may they delay distribution of a publication, or remove editors or advisers because of student, faculty, administration or public disapproval of content or other editorial decisions.

Section One: The Student Publications Advisory Committee

UT Arlington has delegated to the Student Publications Advisory Committee (SPAC), an oversight body, the tasks of defining the role of official student publications, establishing broad policies and guidelines for their operation, selecting the top editor for each publication, and mediating disputes arising from those publications and their staffs when those disputes cannot be resolved by other means. This Handbook declares the policies and guidelines of the Student Publications Advisory Committee and outlines the editorial freedom and corollary responsibilities of the student press at UT Arlington.

The University assumes no liability for the content of any student publication and encourages student journalists to recognize that with editorial control comes responsibility to adhere to journalistic standards based on professional guidelines, strong ethical standards and a passion for learning and telling the whole truth..

In order to maintain the quality and integrity of the student press, UT Arlington provides reasonable financial support and adequate facilities for official student publications. Funding cannot be withheld or reduced because of editorial decisions made by editors.

I. Organization and Governance

The Student Publications Advisory Committee, which reports to the Vice President for Student Affairs, will work with editors and advisers to develop and monitor broad policies for all publications and to safeguard the role of the student press, student editors and advisers.

II. Publications Under Jurisdiction of the Committee

- A. The Shorthorn, the official student newspaper, with content that reflects the diverse news and information needs of the University student body and community as well as editorial pages that serve as a forum for campus opinion and discussion.
- B. Renegade, the official UT Arlington student magazine.
- C. Other publications produced by students with the official assistance of the Office of Student Publications.

III. Other Publications and Provisions

- A. Members of officially recognized student organizations desiring to publish, or requesting aid in publishing, or circulating any newspaper, yearbook, magazine or similar journalistic material claiming or implying University sanction shall be considered under the jurisdiction of the committee and that organization shall obtain authorization from the SPAC.
- B. A registered student organization may distribute a newspaper, magazine or other publication that is published at the sole expense of the organization and that includes only activities of that organization without the authorization of the Committee. The time and place for such activity must be scheduled with the appropriate University department.
- C. Names of former official student publications not currently in publication may not be used on other publications distributed on campus until the official publication has been out of publication five consecutive years. The name "Reveille," the University yearbook discontinued in the 1980s, is permanently reserved for possible future use on an official student publication.

IV. Student Publications Advisory Committee Composition

The Student Publications Advisory Committee is composed of the following:

- A. Voting Members
 - a. One student from each undergraduate college and school, selected by its constituency council;
 - b. One graduate student, appointed by the Graduate Student Senate;
 - c. One faculty member from each undergraduate college and school, including one journalism faculty member, to be appointed by the University Committee on Committees.
- B. Ex Officio Members
 - a. The Student Publications director and editorial advisers of all official student publications, a representative of the vice president for Student Affairs and the editor in chief of each publication under the SPAC's jurisdiction will serve as ex officio members.
 - b. If the College of Liberal Arts faculty member appointed by the Committee on Committees is not a journalism faculty member, a journalism faculty member shall be appointed as an additional non-voting member.
- C. Qualifications for Members
 - a. Voting student members must have completed at least 60 college hours, including one full semester at UT Arlington, and must be in good standing, i.e., not on academic or disciplinary probation.
 - b. No paid staff member of any publication may be a voting member of the Committee.
- D. Attendance and Terms of Appointment
 - a. Meeting attendance will be recorded and reported to appointing groups or individuals with the recommendation that any member who attends no meetings during an academic year not be appointed in subsequent years.

- b. Voting members shall provide a proxy to the chair if the member will be unable to attend a scheduled meeting.

E. Filling of Vacancies

Should any voting member become ineligible or for any reason fail to serve, his or her successor shall be appointed by the same procedure as the original appointment and shall serve for the remainder of the academic year.

F. Officers

The SPAC shall include a chair, Vice Chair and other officers as determined by the SPAC.

- a. The Chair will be appointed by the University Committee on Committees or will be selected at the SPAC's first meeting of the academic year under a process determined by the Committee on Committees. The Chair:
 - a. must preside at meetings;
 - b. may call special meetings;
 - c. must call a special meeting upon request by three voting members;
 - d. must appoint the Executive Committee and any other committees, and,
 - e. must certify the SPAC's actions when required.
- b. The Vice Chair will be elected by the SPAC at its first regular meeting of the academic year. The vice chair:
 - a. must perform duties of the chair in the absence of the chair;
 - b. may call special meetings in the absence of the chair.
- c. The SPAC may elect other officers and assign them duties.
- d. Any officer vacancies during the academic year will be filled by a vote of the committee.

V. Duties of the Committee

The SPAC, following procedures outlined in this Handbook, will:

- A. Work as needed with editors and Student Publications professional staff to develop responsible journalism policies that will guide editors' decisions,¹ and monitor implementation of those policies.
- B. Provide for editorial freedom including the responsibility and authority of student editors in accordance with criteria outlined in this Handbook and within the bounds of the law, and support and defend advisers in the exercise of their professional roles.
- C. Appoint the editor in chief of each publication under the committee's jurisdiction and, if warranted, remove them from office, following guidelines and procedures outlined in this Handbook.
- D. Hear appeals on disputes between a publication's staff members or between staff and members of the University community if those disputes cannot be resolved by other means.
- E. Advise editors and Office of Student Publications professional staff on matters of policy, procedures and other areas as appropriate under guidelines and the Handbook, and,
- F. Provide at least one member of any search committee for Office of Student Publications professional staff.

VII. Executive Committee

The Student Publications Advisory Committee shall have an Executive Committee (EC)

A. Membership

The EC will consist of the journalism faculty member serving on the SPAC plus the SPAC chair and two other voting members who have at least one year's service on the SPAC. At least one voting member will be a student. If no student member has at least one year's service on the SPAC, the

SPAC shall waive that requirement for the student EC member(s). The SPAC chair will chair the EC; the Student Publications director will serve ex officio. The committee will be elected at the first SPAC meeting of the academic year.

B. Duties

- a. Hear complaints against editors. Complaints may be brought to the SPAC via the Executive Committee by any person, but only after all other remedies have been exhausted. The complainant must first talk with the person involved, then with the publication's editor, then with its adviser, then with the Student Publications Director. Complaints must be filed within 30 days of the alleged incident and must be presented to the SPAC Chair in writing. The Chair will call a special meeting of the EC to hear the complaint.²
 - b. On an emergency basis, act for the full SPAC following established SPAC guidelines.
- C. An EC decision may be appealed to and overruled by the full SPAC.

VIII. Meetings and Procedures

- A. The SPAC will meet at least twice each long semester. The chair will establish times and places for regular meetings at the beginning of each full semester. Additional meetings may be called by the chair or, in his or her absence, by the vice chair under provisions outlined in this Handbook.
- B. Meetings shall be conducted according to guidelines in Robert's "Rules of Order" except as follows or as suspended by SPAC actions.
 - c. Quorum will exist if three voting members including at least one member of the Executive Committee are present. For summer meetings, the chair shall regard those faculty SPAC members who are employed and those student SPAC members who are enrolled as the total membership and shall alter the quorum rule accordingly.
 - d. A voting member may cast a proxy in all matters except those related to personnel. The proxy must be submitted in writing to the chairman prior to the meeting.
- C. Meetings shall be open except as provided under the Texas Open Meetings Law.
- D. Agendas will be distributed to committee members no later than 72 hours before any regular meeting. No item may be added to the agenda without a majority vote of members present.

Section Two: Personnel

Publications under SPAC jurisdiction will be staffed by UT Arlington students. The University recognizes that student publications are staffed by journalistic beginners. Professional journalistic standards are the goal. Mistakes that may occasionally result, whether in judgment, fact or technique, are recognized as part of the learning process.

I. Student Editors

A. Selection of The Shorthorn Editor in Chief

1. Appointment Procedure

- a. The Shorthorn news/editorial adviser or Student Publications director will post a notice including timeline and application/selection process at least 10 days prior to the SPAC meeting at which the editor in chief will be selected.
- b. Qualified applicants must file a letter of application and resume with the news/editorial adviser. Supplemental information also may be required at the request of the adviser, Student Publications director or the SPAC.
- c. Qualified applicants must be interviewed and evaluated by the current Shorthorn staff who will submit to the SPAC written comments about each applicant's qualifications to be editor in chief, including journalistic abilities, work habits and leadership ability. Those comments will be compiled by the adviser or director and forwarded to the SPAC.
- d. The editor in chief will be selected by a vote of the SPAC after members review application materials and staff comments, and interview all applicants.
- e. If the editor in chief resigns or forfeits the position because of failure to maintain standards that meet qualifications for the position outlined in this Handbook, the director of Student Publications, in consultation with the publication's adviser, shall appoint a replacement for the remainder of the term of office. The SPAC shall meet to certify the appointment within two weeks of the appointment. If the editor in chief is removed, the SPAC shall name a replacement within one week of the removal.

2. Transition Between Editors

The outgoing and incoming Shorthorn editors in chief will serve a transition period of at least one week, determined by the adviser and director.

B. Selection of Editors in Chief of Other Publications Under SPAC Jurisdiction

The Committee will select the editors in chief of other publications under its jurisdiction in a process parallel to that for selection of The Shorthorn editor in chief.

C. Selection of subeditors

Section editors and other subeditors are appointed by the editor in chief of each publication in consultation with the adviser. The adviser will post a notice of the application procedures and selection timeline at least one week prior to the application deadline. Applicants will complete an application form and submit other materials as outlined in the notice. The editor in chief will

interview all applicants and, in consultation with the adviser, appoint all section editors and other subeditors.

D. Qualifications

The editor in chief of each publication must be enrolled for a minimum of six credit hours at UT Arlington throughout the appointment semester in spring and/or fall, and for a minimum of three credit hours in the summer if the summer semester is included in the appointment. and must be in good academic and disciplinary standing with the University. The enrollment requirement for spring and fall and the academic/disciplinary standing requirements may not be waived. Any other qualification for editor in chief may be waived by a majority vote of the SPAC.

1. **Shorthorn Editor in Chief**
 - a. Must have completed at least 60 hours of college work prior to appointment semester with at least one complete semester at UT Arlington prior to application.
 - b. Must be in good academic and disciplinary standing with the University both at the time of application and throughout the appointment semester(s).
 - c. Prior to the appointment semester, must have completed news reporting, news editing and communication law courses with a grade of B or better in each course or demonstrate proficiency in these areas before assuming the editorship. That proficiency may be established through testing performed by the adviser.
 - d. Must have held a major Shorthorn staff position at the section editor level.

2. Editor in chief of other publications under SPAC jurisdiction

- a. Will meet all qualifications listed for Shorthorn editor in chief.
- b. Additional publication-specific qualifications also may be required and included in the job description for the position developed by the Office of Student Publications (e.g., the editor in chief of a literary magazine might be expected to have a basic knowledge of literature).

3. Qualifications for other editors

Qualifications for subeditors will be determined in the Office of Student Publications and included in the job description for each position.

4. Holding positions on more than one student publication

- a. No student may simultaneously hold editor-level positions on more than one student publication. Similarly, non-editors may not simultaneously hold positions on more than one student publication without prior approval of the editors and advisers of both publications and the Student Publications Director.
- b. The Office of Student Publications will develop and maintain policies regarding staff members of one publication accepting limited assignments for another student publication.

E. Duties and Responsibilities

The editor in chief of each publication under SPAC jurisdiction has responsibility for editorial content of the publication and is the final authority on decisions related to content of

that publication. The editor in chief's full responsibilities will be outlined in a job description for the position developed by the Office of Student Publications and will include, but not be limited to, the following:

1. Represent the publication at official functions, serve as spokesperson for the publication, articulating the publication's role to the campus and the community, and develop communication channels with the student body.
2. Select subeditors in consultation with the publication's adviser, following a process outlined by the Office of Student Publications.
3. Determine content, appearance and space allocation for each issue of the publication.
4. Assume responsibility for all editorial content; review and edit all editorial content prior to publication or ensure that all material is edited prior to publication by a senior editor, in accordance with journalistic standards, legal requirements and written guidelines for the publication.
5. Provide leadership to staff, and manage resources available to the publication.
6. Recruit, hire, train and supervise subeditors and other staff, work with subeditors in assignment of responsibilities and duties to other staff members, and work with the adviser in maintaining high journalistic standards and determining strengths and weaknesses of the publication and of student staff and recommending developmental programs.
 - i. Work with adviser and director to set pay rates and monitor budget.
 - ii. Conduct orientation and training sessions, staff meetings, story budget meetings, planning meetings, and other meetings as needed.
 - iii. Perform staff evaluations.
 - iv. Coordinate efforts of all staff.
 - v. Maintain production schedules to ensure adherence to deadlines and timely publication of all scheduled issues.
 - vi. Assume accountability for furnishings, equipment, supplies and other resources.
7. Maintain newsroom conduct and work environment consistent with Student Publications and University standards.
8. Maintain files needed for planning, documentation, continuity of operation from semester to semester, and other purposes..
9. Assist in transition to new editor.
 - i. Review current semester with editorial adviser and new editor and recommend changes in procedure.
 - ii. Evaluate job performance of all section editors and other subeditors before the next semester's editors are selected and ensure that evaluations of all other staff members are performed at the end of each semester.

- iii. Work side-by-side with the new editor during the last publication week of the current semester and provide orientation and assistance to the new editor.
- iv. Remove personal effects from office within a week of last production day.

F. Term of Office

1. The Shorthorn editor in chief's appointment begins upon completion of the previous semester and extends to the last publication date of the semester. Outgoing and incoming editors will work together on the last week's issues of the semester, with new editors assuming production responsibility for the final issue.
2. Appointments are for one semester, but the editor in chief may be reappointed following the application and appointment processes outlined above.
3. The term of office for the editor in chief of other publications under SPAC jurisdiction will be established based upon the frequency of the publication and will be stated in the job description for the position. Terms will be for no less than one semester.
4. Subeditors' terms also will be one semester unless otherwise stated in the job description. Subeditors also can apply for reappointment following the application and appointment process for subeditors.

II. Discipline and Dismissal of Student Editors and Staff Members

A. General Provisions

1. The editor in chief of any publication under SPAC jurisdiction may be removed only by the SPAC, under criteria and process outlined in this Handbook. Other editors and student staff members may be removed under processes outlined by the Office of Student Publications and stated in the handbook for each publication or area.
2. Student staff positions are one-semester appointments unless otherwise stated in the job description for the position.
3. All student publications staff will have written job descriptions and each will be given a copy of the handbook for his or her area. All staff members are expected to acquaint themselves with performance criteria for their positions and with all applicable rules, procedures and standards of conduct established by the SPAC, the Office of Student Publications and the University. Students who do not fulfill the responsibilities set out by such performance criteria, rules, procedures and policies may be subject to disciplinary action, including dismissal from their positions.

B. Conduct Subject to Disciplinary Action

Conduct that may be subject to disciplinary action includes the following:

1. Failure to maintain work performance standards outlined in the job description and handbook for each publication.
2. Plagiarizing any part of a story or any other material or fabricating sources, or quotes or other information.

3. Knowingly publishing inaccurate information or knowingly allowing such information to be published.
4. Failure to follow rules, policies and guidelines established by the SPAC, the publication, the Office of Student Publications or by the University, including rules and guidelines included in this Handbook and in the handbook for the publication.
5. Neglect or abuse of equipment or facilities
6. Theft or unauthorized use of institutional property including equipment, supplies, records or confidential information.
7. Use of publications privileges such as press passes for personal reasons.
8. Violations of safety rules or accepted safety practices.

C. Suspension or Dismissal of Student Employees Staff Members

If there is substantial evidence that a student staff member has not performed his/her duties satisfactorily or has engaged in conduct that violates the standard of conduct established by the SPAC or department, the staff member shall be informed of the concerns and be provided the opportunity to provide evidence on his/her behalf. After review of the evidence, the supervisor may pursue disciplinary action up to and including dismissal if documented problems meet the criteria outlined in this section. Cases involving possible dismissal should be discussed with the adviser and/or director prior to discussion with the staff member. The adviser and/or director should discuss with the student supervisor procedures and policies regarding discipline and dismissal. Both the adviser and director should be available for mediating disputes between editors and staff members and for enforcing SPAC guidelines compliance. The editor in chief is the only person authorized to hire and remove news/editorial personnel. Other student staff may be disciplined, suspended or removed by the person who hired them, following the notification and warning process outlined for news/editorial staff.

D. Procedures for Disciplinary Action

1. Any staff member whose position is in jeopardy will be given at least one verbal and one written warning. The staff member should be asked to sign a statement acknowledging the warning. In emergency situations, the staff member may be asked to surrender keys and leave the office, and access to computers and other equipment may be immediately removed.
2. Any section editor or subeditor considering disciplinary action for a staff member should obtain the approval of the editor in chief before proceeding with any disciplinary action.
3. The written disciplinary notice to the staff member must include date(s) of suspension or removal, pay status, reasons for the action and appeal procedures. Copies should be kept in the supervisor's files and copied to the appropriate adviser and to the director.

E. Dismissal or Removal of the Editor in Chief

1. The editor in chief of any publication under SPAC jurisdiction may not be removed for occasional lapses in judgment or conflicts with staff members. However, when the editor's performance jeopardizes the quality of the publication or the learning experience of staff members, dismissal may be considered as a last resort. The editorial adviser of that publication, with the consent of the director, may withhold wages for one week without committee approval if the editor is not performing his or her duties. The editor may appeal any such discipline decision to the EC.
2. The full SPAC is the only body that can remove the editor in chief of any publication under its jurisdiction. Discipline or dismissal proceedings against an editor in chief may be requested in writing by staff of the publication, the editorial adviser, the director of Student Publications or the

EC. If the director of Student Publications in consultation with the publication's adviser determines that specifics of a complaint filed by staff member(s) that, if true, constitute grounds for removal as outlined in this Handbook, the complaint will be forwarded to the SPAC chair, who will initiate disciplinary proceedings by the SPAC, as outlined elsewhere in this handbook. With the complaint, the director will forward a report outlining attempts to resolve the complaint within the Office of Student Publications, including the results of fact-finding on specifics included in the complaint. The director may also include a recommended action to the SPAC.

3. Forwarding of a complaint by the director to the SPAC shall not be interpreted as the director's judgment that allegation(s) in the complaint are true and dismissal is warranted. Rather, a complaint will be forwarded if the director determines that the allegation(s) if confirmed are material and would fall into those areas deemed grounds for dismissal as outlined in this Handbook, and that efforts to resolve them within Student Publications have been unsuccessful.
4. A decision by the director not to forward a complaint to the SPAC may be appealed by the complainant to the SPAC Executive Committee.
5. A two-thirds voting majority of the SPAC must agree that the editor has violated job performance criteria, conduct standard or policy as stated in this Handbook or in the handbook for the publication before dismissal may be imposed.

F. Appeal Process

1. The decision of the SPAC in disputes or to remove an editor in chief is final and not subject to further review³ by the University unless violation of University policy is involved.
2. Student subeditors and staff members who are dismissed or suspended may appeal their disciplinary action to the Student Publication director, then to the EC. Students have seven calendar days after receiving notification of dismissal to appeal the dismissal. The staff member or his/her supervisor then will have seven calendar days after the director's decision to make a written appeal to the EC, which will provide written notification to the staff member 10 days prior to a hearing at which the appeal will be heard. In such appeals, the role of the EC will be to determine if discipline imposed was warranted based on guidelines and criteria in this Handbook and, if applicable, other UT Arlington policies and guidelines. A three-fourths voting majority of the EC must agree before a dismissal or suspension decision will be overturned.

III. Professional Staff

A. Student Publications Director

1. The UT Arlington Student Publications director is a University staff member whose duties and responsibilities are included in the job description for the position. Within the parameters of that job description, it is the expectation of the SPAC that the director will:
 - a. Set high journalistic standards for all publications within available resources provide training, equipment, facilities and other tools to enable student staff to meet those standards.
 - b. Execute policies outlined in the Rules and Regulations of the Board of Regents, the Handbook of Operating Procedures and this Handbook.
 - c. Help student editors develop and maintain lines of communication between student journalists and the University community.

- d. Serve as a liaison between student journalists and the Student Publications Advisory Committee.
 - e. Oversee staff selection processes for all publications, ensure that guidelines and requirements are followed, and assist in recruiting, selecting, training and evaluating staff members as needed.
 - f. Ensure that evaluations of all publications occur on a regular basis and that steps are taken to address any weaknesses (as well as build on any strengths) noted in those evaluations.
 - g. Review academic standing of all student staff
 - h. Propose and administer budgets.
 - i. Within budget, determine proportion of content and advertising in each publication and with the editor and adviser, determine the size of each publication.
 - j. With other professional staff members, determine publication dates and production schedules for each publication.
 - k. With the appropriate UT Arlington office, solicit bids and contracts for printing services and other work not performed by staff, and to ensure the quality of all contracted work.
2. Any SPAC concerns with the director's performance will be discussed by the Chair with the director and the director's supervisor.
 3. The director shall assume no liability for content of any publication under SPAC jurisdiction.

B. Publications Adviser(s)

A. Each publication shall have an editorial adviser, selected by the director of Student Publications. UT Arlington publications advisers are University employees whose duties and responsibilities are included in the job description for the position. It is the adviser's responsibility to help the staff develop an awareness of the diverse interests, views and perspectives of the campus reader. However, the adviser will serve as counselor rather than censor, understanding the role of adviser but also the responsibility and authority of editors in determining content. Within the parameters of the adviser's job description is the expectation of the SPAC that the adviser of each publication will:

1. Train and coach student staff in planning, skills and management techniques needed as they strive to meet high journalistic standards, producing publications that are both fair and accurate.
2. Offer advice, training and expertise on all aspects of journalism with the goal of maintaining high journalistic standards and ensuring the highest possible quality of The Shorthorn and other student publications.
3. Critique each issue of the publication and discuss those critiques with staff.
4. Develop a training program for the publication's staff.
5. Help editors understand the legal ramifications of their responsibilities and establish proficiency of the publication's editors in matters of libel and other potentially legally problematic areas.

6. Work with the director and editor in chief to develop and annually review and as needed update a policy manual that shall be distributed to all staff members.
7. In the role of adviser and coach, work with students as needed in preparation of content but review copy prior to publication only when requested by a staff member of the publication. The SPAC and UT Arlington recognize and support students' rights to maintain and uncensored publication for news and opinion.
8. Assist in the transition of editors from one cycle to the next, and help maintain the continuity of the publication, its sections, special issues and other frameworks from one group of editors to the next.

B. Advisers for publications under SPAC jurisdiction shall assume no liability for content of a publication they advise.

C. Other Professional Staff

Responsibilities for other professional staff in the Office of Student Publications will be outlined in job descriptions for those positions.

IV. Disagreement with Between Advisers and Editors

- A. The decision to withhold material from publication rests solely with the editor in chief of that publication.
- B. Disputes on other matters may be appealed to the SPAC Executive Committee under procedures outlined in this Handbook.

Section Three: News/Editorial Policies

I. General Policies

- A. Because The Shorthorn and other publications under SPAC jurisdiction exists to serve the students of a state-supported University, the staff shall publish content of interest and importance to the University community.
- B. In determining content of each publication, editors should:
 - a. Base content decisions on reader interest and sound journalistic principles and in consideration of the mission of the publication, showing no favoritism to any individual or entity.
 - b. Make every reasonable effort to verify the accuracy of all content prior to publication, with primary responsibility resting on those who write and edit all materials.
 - c. Attribute information to identified sources unless use of anonymous sources is approved by the editor in chief following guidelines in the publication's handbook and ethics guidelines. Unnamed sources will be used rarely if ever.
 - d. Publish corrections of factual errors, preferably in the next issue after the decision to publish the correction is made.
 - e. Include factual support for editorials, prior to or coincident with editorial comment.
 - f. In its news coverage, not show favoritism toward any particular candidate for office.
 - g. On its opinion pages, encourage rebuttal comments and provide space for those comments when appropriate, as guest columns, letters to the editor, or both.
 - h. State in each issue — either in the masthead (staff box) or on the editorial page — that opinions expressed are not necessarily those of the University or the student body.
 - i. Apply the same high standards applied to articles to all other content, including headlines, photographs, illustrations, cartoons, other graphic elements and advertisements.
- C. Editors are responsible for looking for libelous and other potentially illegal content, with the guidance of the adviser. Each night, editors of The Shorthorn (including the copy desk chief) who must have completed the university's Communication Law course with a grade of B or higher or passed a libel test prepared by the news/editorial adviser will read all content, looking specifically for content that could potentially be libelous or otherwise legally problematic. Such issues will be brought to the attention of the editor in chief and adviser. Content in which issues that are potentially legally problematic cannot be resolved will not be published. Editors of other publications will adhere to the same practices and qualifications.
- D. Specific news/editorial policies and guidelines for each publication shall be developed by the editor in chief in consultation with the director and news/editorial adviser and contained in a handbook for that publication. Copies of the handbook shall be distributed to all staff members and also shall be available for inspection upon written request by any member of the UT Arlington community. The editor in chief, adviser and director will review and, if warranted, revise the handbook at least once a year.

II. Limitations

A. Student publications

1. Student editors and other staff will make every effort to ensure material in student publications is true, accurate and balanced.
2. Students may not knowingly publish or distribute libelous material.

3. Students will make every effort to ensure that material in publications does not violate protected privacy rights.
4. Students may not publish or distribute material that is “obscene,” as defined by the U.S. Supreme Court and the laws of Texas.
5. Students may not publish or distribute material intended to cause a material and substantial disruption of college activities.
Material that stimulates heated discussion or debate does not constitute the type of disruption prohibited.

B. The University and the SPAC

1. Neither the University nor the SPAC may require review of content prior to distribution or withhold a publication from distribution.
 2. Neither the University nor the SPAC may sanction a publication’s editor solely because content is controversial.
 3. The University may not reduce or withhold student fees or other support from a student publication because of disagreement over content or a particular policy or position.
 4. Neither the University nor the SPAC may prohibit the endorsement of candidates for student office or for public office at any level.
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Section Four: Advertising Policies

All publications under SPAC jurisdiction shall reserve the right to reject any advertising that the publication deems unacceptable.

I. General Standards

A. The UT Arlington Office of Student Publications will strive to ensure that advertising in all publications under its auspices

1. Serves the public with honest values.
2. Tells the truth about what is offered.
3. Makes good as promised on any guarantee offered.
4. Promotes and sells merchandise on its merits and refrains from reflecting unfairly upon competitors, their products or methods of doing business.
5. Supports claims made for the product or services within the advertisement.
6. Is made available to all members of class of advertisers.
7. Avoids devices such as fictitious list prices, bait advertising, misleading free offers and fake sales or fictitious testimonials.
8. Identifies sponsors of opinion advertisements.
9. Is in good taste; appropriate and inoffensive to its audience.
10. Adheres to applicable laws and offers services and products that adhere to applicable laws.
11. Does not discriminate on the basis of race or color, religious preference, sexual preference, national origin, disabilities or sex unless sex is a bona-fide occupational qualification. (Persons seeking roommates or boarders for rooms within the homes in which they reside may advertise restrictions based on race, sex, age, religious preference, national origin or sexual preference as long as these restrictions are worded in such a way that the ad is in good taste and does not cast dispersions on any group of people.).

B. No advertiser shall be given the expectation of editorial coverage related to his or her purchase of advertising space.

C. Ads will not be accepted for publications that have dimensions that would detract from the general appearance of the page.

D. Advertising accepted by the Office of Student Publications for display by means other than publication (e.g., advertising posters or other materials to be displayed on distribution racks) will be subject as appropriate to University regulations regarding

posting of materials in public places as well as to advertising guidelines outlined in the Handbook.

- E. The Student Publications Advertising Manager and the student advertising manager(s) in consultation with the Student Publications Director shall maintain an advertising handbook that includes the advertising acceptance policies listed above as well as guidelines elaborating on those policies, departmental procedures and training materials. Nothing included in the handbook may contradict things in this section of the SP Handbook. The advertising handbook will be updated at least once each year (for the beginning of the fall semester) and more often if needed. Copies of the handbook shall be given to all advertising staff, and policies shall be available for inspection upon written request by any advertiser, potential advertiser or member of the UT Arlington community.
- F. The Advertising Manager, Production Manager and Shorthorn editor in chief will maintain a policy of open dialogue concerning the dummied pages of The Shorthorn, including special sections and special pages.

II. Personnel

- A. The Student Publications Advertising Manager is responsible for the hiring, training and supervision of all advertising salespeople and for development of processes and procedures and plans that will generate revenues needed for operations of the department. Specific responsibilities will be outlined in the job description for the position.
- B. Each Advertising area (including ad production) shall have a student manager selected in an open application/interview process prior to the beginning of each semester and following processes developed by the Office of Student Publications. If a student manager position becomes vacant during a semester, it shall be promptly filled following processes developed by Student Publications and included in the Advertising Handbook.
- C. All student managers shall be enrolled for a minimum of six credit hours through the appointment semester during the spring and fall semesters and be in good academic and disciplinary standing with the university. Other qualifications shall be developed by Student Publications and included in the job description for the position. The enrollment requirement for student managers for the spring and fall semesters may not be waived. Other requirements may be waived by the Student Publications director.
- D. The Student Publications Advertising Manager and other professional staff shall assume no liability for content of any student publication produced under the auspices of the SPAC or the Office of Student Publications.

III. Disputed Material

- A. All advertising is submitted for consideration and subject to review. Acceptance of advertisement material for consideration shall not constitute acceptance for publication.
- B. The publication's standards and advertising acceptance policy will be included in the training of all sales representatives. Should a sales representative or student sales manager, in consultation with the Advertising Manager, or an editor, or the production manager raise

questions about acceptability of an ad, a student review will determine if the advertisement meets the standards of acceptability of the publication. The review will include the Editor in Chief, another senior editor and two advertising representatives, chaired by the Editor in Chief, who still votes. The meeting will be held with the stipulation that a tie vote will result in no action being taken, i.e., the ad is not published. The Advertising Manager will participate in the meeting, will offer advice and will ensure that advertising policies and standards are included in the discussion but will have no vote. The advertising sales representative who accepted the ad for consideration shall not be a member of the review committee. All such decisions shall be reported to the Director.

SECTION FIVE: Amendments to the Handbook

The Student Publications Handbook cannot be amended or changed except by a voting majority of the Student Publications Advisory Committee (SPAC). Changes will be effective after approval by the SPAC, the vice president for student affairs and the University president. Updated copies of the Student Publications Handbook shall be on file with the editor in chief of each publication, editorial adviser, director of Student Publications, vice president for student affairs and SPAC chair.