



CAMPUS ANNOUNCEMENTS

Policy Title: Campus Announcements

Policy Type: Administrative

Policy Number: 50-07 (2016)

Approval Date: 10/24/2016

Responsible Office: Communications and Marketing

Responsible Executive: Vice President for University Advancement

Applies to: University Community

POLICY STATEMENT

The Office of Communications and Marketing has been designated by the President as the primary contact for news and/or media issues and for the coordination of dissemination of information to the public both external and internal to include the dissemination of information to faculty, staff, students, etc. The Office is also responsible for ensuring that information that is disseminated to the University community and external publics is consistent, accurate and comply with this policy and the institution's publications guidelines.

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PURPOSE

This policy provides a streamlined approach for disseminating campus information via announcements and alerts. The purpose of this policy is to ensure consistency and adherence to the established guidelines and practices for the dissemination of information to the targeted audience.

POLICY CONTENT

DEFINITIONS

Campus Alerts - messages that are usually disseminated to advise on matters of immediate concern and which deal with the health and safety of individuals or property, and may include crime alerts; weather warnings; health concerns; or emergency situations.

Campus Announcements - messages usually disseminated to advise on matters of immediate concern, such as power outages, Board of Visitors and presidential messages, or important but not critical issues. Any items that are routine in nature such as office closings, campus news or events will be published in the Spartan E-Daily.

Spartan E-Daily – a daily electronic newsletter in which university community members may post routine news and information.

CONTACTS

The Office of Communications and Marketing officially interprets this policy. The Office of Communications and Marketing is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Communications and Marketing.

STAKEHOLDER(S)

University Community and External Constituents

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, Communications and Marketing will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within
- 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 01/23/2021
- Approved by, date: President, 10/24/2016
- Revision History: 06/02/2005
- Supersedes: NSU Campus Announcement Guidelines (OIT)

RELATED DOCUMENTS

50-01 Dissemination of Public Information

50-02 Digital & Video Message Display

FORMS

There are no forms associated with this policy.