

UNIVERSITY OF HOUSTON-DOWNTOWN
Student Publications Advisory Committee
Guidelines and Administrative Procedures
(Revised Spring 1995)

I) PURPOSE & OBJECTIVE:

The Student Publications Advisory Committee, hereinafter referred to as the Advisory Committee, has been established by the University of Houston - Downtown (UHD) to formulate, implement, and supervise general policies. The Advisory Committee receives its authority from the President.

II) MEMBERSHIP:

The Advisory Committee shall consist of seven voting members in addition to non-voting ex-officio members.

A) Voting Members

- 1) Student Members. Two student members shall be nominated by the Student Government Association. The students may not also serve in an editorial capacity on publications or in an elected capacity in the student government. The appointments will be made annually by the President for a one-year term, September to August. It is the responsibility of the Student Government Association to recommend replacements for student members when necessary.
- 2) Non-Student Members. There shall be five non-student members appointed by the President as follows:
 - (a) A representative of the Marketing and Communications staff will be appointed for a two-year term, which may be renewed;
 - (b) A representative of the Student Affairs staff will be appointed for a two-year term, which may be recurring; and
 - (c) Three faculty representatives will be appointed by the Vice President of Academic Affairs and Provost . The appointments will be for staggered terms of two years and may be recurring.

B) Non-voting Members. There shall be non-voting ex-officio members as follows:

- 1) Dean of Student Affairs
- 2) Director of Student Activities
- 3) Publication Advisor(s)
- 4) Publication Editor(s)
- 5) Publication Business Manager

C) Officers. At the first fall semester meeting of the Advisory Committee, a chair shall be elected.

The chairperson is responsible for setting a meeting schedule, facilitating meetings and maintaining minutes and appropriate records, which are to be released to the newly selected chair at the first meeting of the Fall Semester.

D) Meetings. Meetings will be held at least five times during the academic year.

III) RESPONSIBILITIES:

A) Publication Charters

The Advisory Committee will have the responsibility for formulating guidelines and administrative procedures (guidelines) for each UHD student publication. Each such document must be accepted by affirmative votes from two-thirds of the voting members of the Advisory Committee. Guidelines become exhibits attached to the policy statement on student publications. Subsequent amendments to the guidelines must be approved by two-thirds of voting members

of the Advisory Committee. The Advisory Committee is responsible for execution of the rules and procedures as set forth in the policy statement and the guidelines. The Advisory Committee shall provide advice regarding formulation of guidelines for new publications.

B) New Publications

The Advisory Committee is responsible for recommending to the President which proposed student publications (those produced and published by students) should become official UHD student publications. The Advisory Committee will be responsible for establishing guidelines and procedures.

Proposed publication guidelines and procedures must be submitted to the Advisory Committee by the first Monday in December. They will be considered during that same academic year and the proposed publication may become an official publication no earlier than the fall of the following academic year.

C) Publication Advisors

- 1) Appointment: The Advisory Committee recommends to the President the appointment of advisors to the student publications. The appointments will be for one year, beginning with the date of spring commencement, and may be recurring. If the advisor is relieved of his/her duties, the president will appoint a new advisor upon the recommendation of the Advisory Committee. If it becomes necessary to appoint a new advisor prior to spring commencement, the advisor's term will extend through two spring commencements (a term of over one year).
- 2) Guidelines for selection:
 - (a) All tenure-track and tenured faculty and lecturers are eligible for consideration to be advisors to the student publications.
 - (b) The Advisory Committee will invite interested faculty members to submit their names for consideration for appointment as the advisor to the student publication. The Advisory Committee will invite each department chair to recommend faculty members to be considered for appointment as the advisor to the student publication. The academic deans, Vice President for Academic Affairs and Provost and administrative department chairs also will be notified that they may recommend faculty members for consideration for appointment to the advisor's position.
 - (c) Faculty nominated to be considered for advisor to the student publication will provide the Advisory Committee any relevant background material to assist the committee in making its nomination(s) to the President.
- 2) The Advisory Committee will review all nominations and will recommend one or more faculty members to the President, who will appoint the advisor(s) for the student publications and notify the Advisory Committee of the selection.

D) Student Editors

The Advisory Committee appoints the editors of the student publications and advises the President of the appointments. Editors must meet qualifications listed in the publications' guidelines and administrative procedures, submit applications provided by the Advisory Committee, and provide supporting materials requested. The Advisory Committee will interview all qualified applicants. To the best of its ability, the Advisory Committee will make clear to all applicants the appropriate job descriptions, the number of publications expected to be produced, and the stipend to be paid.

E) Staff Terminations and Appeals

The Advisory Committee may remove or suspend student editors or staff members from their positions on the student publication if they have violated policies and procedures after being given an opportunity to present their case before the Advisory Committee. A two-thirds vote of voting members is required to suspend or remove students from their positions. Grounds for dismissal are misuse of authority, defined as: misuse of funds, failure to adhere to responsibilities and duties as outlined in the publication's guidelines and administrative procedures and staff handbook, plagiarism, and intentional publication of material deemed to be libelous or obscene. A copy of the discharge must be signed by the chair of the Advisory Committee and by the publication advisor.

F) Funding and Business Affairs

The Advisory Committee oversees the business affairs of the publications, including, but not limited to, advertising rates and the award of stipends.

- 1) Student publications will be funded from the revenues of the Student Services fees as allocated by the Student Services Fee Allocation Committee. The Advisory Committee shall review proposed budgets prior to submission to the Fee Allocation Committee. The publication editor, publication advisor, and the Dean of Student Affairs (or designee) have the responsibility to develop the publication's budget. It is the responsibility of the Dean of Student Affairs (or designee) to submit funding requests to the Fee Allocation Committee after review by the Advisory Committee.
- 2) The Dean of Student Affairs (or designee) will be the budget officer for student publications.
- 3) Funding may be restricted only for reasons of genuine financial limitations and not on the basis of the publication's editorial content.
- 4) The following guidelines will be implemented for establishing and paying student stipends:
 - (a) The Advisory Committee will recommend the amount of stipend, if any, to be paid to each staff member. The publication advisor and publication editor will provide necessary current information regarding positions meriting stipends and appropriate stipend dollar amounts for each position. Stipends for any summer work will be set separately. Not all summer positions will include stipends even if the position includes a stipend during the fall and/or spring semesters.
 - (b) Stipend payment requests will be submitted at the end of each month through the normal state purchase voucher process. For stipends to be paid, appropriate vouchers must be submitted to the university. Vouchers must be signed by the advisor and budget manager with certification completed and signed by the individual receiving the stipend.

G) Suggestions and Complaints

The procedure for submitting suggestions and complaints is as follows:

- 1) The written suggestion or complaint should first be submitted to the editor of the publication.
- 2) If the suggestion or complaint is unresolved by the editor, the written suggestion or complaint should be submitted to the faculty advisor of the publication.
- 3) If the suggestion or complaint is unresolved by the faculty advisor, the written suggestion or complaint should be submitted to the chairperson of the Advisory Committee.
 - (a) The Advisory Committee will review any written suggestion or complaint submitted to the committee chairperson after the suggestion or complaint has gone through the previously specified procedures.
 - (b) The written suggestion or complaint will then be channeled to the appropriate individual, as determined by the Advisory Committee, for investigation and a written response.

IV) AMENDMENTS

Any change to these administrative procedures will require a two-thirds vote of all voting members of the Advisory Committee.

V) ENDORSEMENTS

Reviewed and approved by the Advisory Committee.

Chair

Date