

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 04.A.06

Issue No. 2

From: William Flores, President

Effective date: 08/17/2015

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Subject: Student Publications Policy

## 1. PURPOSE

This PS document sets forth policies and procedures governing the student publications of the University of Houston-Downtown (UHD).

## 2. DEFINITIONS

There are no definitions associated with this policy.

## 3. POLICY

3.1 The official student publications of UHD are the Dateline: Downtown and The Bayou Review.

3.1.1 The Dateline: Downtown is UHD's official student newspaper. It is published by and for the students of the university. It is intended to provide news and information to the university community and to serve as a learning laboratory. The [Student Newspaper Guidelines and Administrative Procedures](#) outlines the guidelines, policies and administrative procedures pertaining to staffing and publication of the Dateline: Downtown.

3.1.2 The Bayou Review is UHD's official literary magazine. It is published by and for the students of the university. It is intended to provide an outlet for literary efforts of the university community and to emphasize arts and humanities and creative writing. [Student Literary Magazine Guidelines and Administrative Procedures](#) outlines the guidelines, policies and administrative procedures pertaining to staffing and publication of The Bayou Review.

3.2 Student publications' staff shall exercise all of the rights, privileges, and responsibilities of a free press as we know it in the United States. At the same time, editorial freedom entails corollary responsibilities to be governed by the Canons of Responsible Journalism, as established by the American Society of Newspaper Editors, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

3.3 The Student Publications Advisory Committee (SPAC) has been established by UHD

to formulate, implement, and supervise general policies relating to the student publications. The SPAC's responsibilities and procedural guidelines are outlined in [Student Publications Advisory Committee Guidelines and Administrative Procedures](#).

- 3.3.1 The membership of the SPAC consists of seven voting members as well as non-voting ex-officio members.
  - 3.3.2 The voting members are two student members, one Public Affairs staff person, one Student Affairs staff person, and three faculty members.
  - 3.3.3 The SPAC is responsible for interviewing and selecting editors for each of the student publications and a business manager for the student newspaper. Also, the SPAC is responsible for interviewing and recommending to the president the faculty or staff advisors for the student publications.
- 3.4 Student publications are funded by student service fees and by revenues generated by advertising sales. The annual budget for each of the student publications is prepared by the student editors in consultation with the advisors and then submitted to the Student Service Fee Committee. Expenditures are reviewed and approved by the advisors. Final signature authority rests with the Dean of Students.

#### **4. PROCEDURES**

There are no procedures associated with this policy.

#### **5. EXHIBITS**

There are no exhibits associated with this policy.

#### **6. REVIEW PROCESS**

Responsible Party (Reviewer): Assistant Vice President for Student Affairs and Dean of Students

Review: Every three years on or before May 1<sup>st</sup>.

Signed original on file in the Office of Human Resources.

#### **7. POLICY HISTORY**

Issue #1: 02/16/2000

## **8. REFERENCES**

[Student Newspaper Guidelines and Administrative Procedures](#)

[Student Literary Magazine Guidelines and Administrative Procedures](#)

[Student Publications Advisory Committee Guidelines and Administrative Procedures](#)