

POLICY 1.40 – Release of Information to the Media

Policy Category: General
Effective Date: January 26, 2006
Supersedes: December 12, 2000

POLICY

1.00 The University will endeavor to provide prompt and accurate information to the media.

Media requests regarding the affairs/administration of the University and/or the President's Office are coordinated through the Department of Communications & Public Affairs (C&PA). C&PA is also responsible for:

- x Issuing media releases regarding University affairs/administration
- x Assignment of spokesperson(s) on matters related to University affairs/administration
- x Communications with the media during times of crisis.

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administrative officer, who may refer the question to a Vice-President or the President. If guidance is needed, the matter may be referred to the Department of Communications and Public Affairs who will provide advice.

3.02 Information Released by the University

Release of information to the news media, except in response to queries from the media, will generally be the responsibility of the Department of Communications and Public Affairs. All press releases will be issued through the Department of Communications and Public Affairs unless alternate prior arrangements have been made with that Department.

In deciding what matters should be issued in press release form, the Department of Communications and Public Affairs will be the final authority on an item's newsworthiness, and on the appropriate journalistic style. The Department of Communications and Public Affairs will normally refer the drafts of official University