

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Release of News and Information

SRSU Policy ID: 2.13

Policy Reviewed by: Director of University Communications

Approval Authority: VP for Advancement

Approval Date: January 13, 2025

Next Review Date: January 13, 2030

Members of the University community must submit possible news and feature stories concerning University activities, non-emergency announcements and individual accomplishments to the Communications and Marketing office for release to media. The Communications and Marketing office will provide professional assistance to all faculty and staff in the preparation of news releases.

In order to provide well-written news releases, and for timely and adequate dissemination, please give the Communications and Marketing office 5-7 days for production. Provide as much information as possible in your initial request and be prepared to answer follow-up questions for clarification in a timely manner.

News releases will be disseminated to local, area, regional and/or state media outlets, and will be posted to social media channels when appropriate.

Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agent and assigns explicitly disclaim responsibility and liability for the content of such news and/or information releases and/or for any damage, of whatever kind, arising from the publication thereof. Members of the University community shall be fully and solely responsible for such damage and shall indemnify and hold harmless the University, the Board of Regents, Texas State University System, their respective officers, employees, agents and assigns for any liability arising from release of such news and information items.