

NSCAD NOTES

POLICY No.:	026
SCOPE:	All Faculty, Staff and Administrators
APPROVAL:	President
DATE OF ORIGINAL POLICY:	2006
LAST UPDATED:	December 15/09
SCHEDULED REVISION DATE:	Reviewed every two years.
CONTACT:	Vice-President, University Relations

1 POLICY STATEMENT: *NSCAD Notes* is a weekly electronic newsletter for faculty, staff and students, designed to share information on upcoming events, presentations, workshops, opportunities and other news pertaining to the NSCAD community.

NSCAD Notes supplements/complements other internal communication vehicles, such as the NSCAD website, NOW Bulletin, and periodic e-mail communication from administration and faculty.

2. Audience: NSCAD faculty, staff and students.

4. Frequency: *NSCAD Notes* is produced and distributed each Monday by University Relations; as required, a "special edition" may be produced to disseminate time-sensitive or urgent information. UR reserves the right to reduce the frequency of circulation during less active times of the year; e.g. summer, Christmas break.

5. Content: *NSCAD Notes* features news and event information of immediate interest to faculty, staff and students, including -

- On -campus events, including special events, gallery exhibits, receptions and lectures
- Forums, presentations, information sessions, workshops and other events presented by University administration
- Calls for proposals / submissions of general interest to staff and / or students
- Off-campus events featuring NSCAD faculty, staff and / or students
- Professional development opportunities, both on-campus and HRM-based, of interest to students, faculty or staff
- Other items at the discretion of the editor.

No editorial content or opinion pieces are permitted.

6. Format: *NSCAD Notes* is a news digest, designed to alert the NSCAD community to upcoming events, opportunities and items of general interest. For ease of reading, items are short (100 - 150 words), while the format is designed to enable skim-reading.

7. Submission guidelines:

- *Deadline:* All submissions should be sent to communications@nscad.ca by 5 p.m. on the Friday prior to publication.

- *Content*: Submissions should include all pertinent information; e.g. topic, date, location, hours, details (including website, if applicable) plus contact information.
- *Frequency*: Items will appear once, unless otherwise requested. In general, however, items will not appear more than three times.
- *Editing*: The Editor will revise and re-write content, as required and in accordance with the *Canadian Press Style Guide*.

8. Attachments: *NSCAD Notes* will not include attachments in any format, but will provide website links where readers may access further information.

9. Editorial Discretion: The editor makes all final decisions regarding appropriateness and timeliness of content, and reserves the right to edit all submissions for length and clarity.