

## **MEDIA INTERACTIONS POLICY**

**Section:** Public Relations

**Policy:** University Housing staff may not make statements to the media as a representative of the department without proper authorization.

**Purpose:** The purpose of this policy is to outline staff members' authority to respond to requests for information by the media.

**Scope:** This policy applies to all University Housing staff and student organizations.

**Procedure:**

- I. Staff shall refer all media requests, including class projects, via email to the assistant to the vice president for Student Affairs, who serves as the primary spokesperson for the Division of Student Affairs and its departments. Staff shall copy the executive director and assistant director for communications on emails regarding media referrals.
- II. Staff members and housing student organizations are not permitted to send editorials, speak to the media or provide media outlets with information using their title, housing organization name or under the name of University Housing unless the material is reviewed and approved by the executive director, assistant director for communications and the assistant to the vice president for Student Affairs.
- III. Professional staff members and housing student organizations are permitted to speak to the media regarding special programs occurring in their area/organization with approval by the executive director and assistant to the vice president for Student Affairs. Undergraduate and graduate staff members are not permitted to speak to the media as a representative of the department.
- IV. All press releases to promote housing events and activities to media outlets should be written by the assistant director for communications in consultation with the assistant to the vice president for Student Affairs.
- V. Any media outlet requesting information per an open records request should immediately be referred to the University's open records manager at the Division of Marketing and Communications via email, [ugaopenrecordsrequest@uga.edu](mailto:ugaopenrecordsrequest@uga.edu) or phone, 706-542-8090. The Division of Marketing and Communications, in consultation with the Office of Legal Affairs (when necessary), will evaluate the request for applicability under the law.

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