

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Release of News and Information

APM 2.13 (Revised 4/2012)

Members of the University community must submit possible news and feature stories concerning University activities and individual accomplishments to the News and Publications Office for release to local and regional media. The News and Publications Office will provide professional assistance to all faculty and staff in the preparation of news releases.

In order to provide timely and well-written news releases, certain deadlines must be met so information can appear in the local and regional media.

- A. Tuesdays at 10 a.m. is the deadline for news to be included in the weekly packet sent to local, area, regional and state media outlets.
- B. In order to provide adequate dissemination of articles concerning meetings, conferences, professional papers, etc., the information should be in the News and Publications Office approximately one week prior to the event.

If there are any questions concerning the facts of a story submitted to the News and Publications Office, the Director of the News and Publications will contact the faculty or staff member involved for clarification.

Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, 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.