

University News and Communications

Scope: Who is Covered by this Policy?

Employees, Students and Alumni

Policy

University News and Communications has the ~~sole~~primary responsibility for public relations and media relations. This includes writing and disseminating official, ~~central University~~ information about the University to newspapers, magazines, radio and television stations media outlets, and the proper dissemination of information through internal outlets such as the web, university's news site, divisional websites, official university social mediums and electronic internal communications. media outlets, the announcements section of myMiami, and occasional special reports.

The office works with other campus units as needed to prepare and disseminate ~~and prepare~~ messages ~~as needed~~. The Miami Wire, stories and images. Miami Matters and occasional Miami ~~Wire~~Matters Extra, both produced by the office, and myMiami are the University's primary, ~~official~~ internal communications tools.

News and Communications designates the University spokesperson and should be contacted first for reporter inquiries regarding a University-level issue. The office also works with other spokespeople identified to represent particular areas of expertise or knowledge ~~and is the designated office for public response to crises~~.

In collaboration with the Institutional Response Team and Crisis Management Team, it is the designated office for public response to crises and for maintaining an emergency communications plan.

ises.

Related Form(s)

Not applicable.

Submit a Story: <https://miamioh.edu/news/submit-story/index.html>

Additional Resources and Procedures

Not applicable.

<https://miamioh.edu/news/>

FAQ

Not applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

- Director of University News and Communication
- Director of University News and Communication

Legal Authority

Not Applicable.

Compliance Policy

No

Recent Revision History

-

Amended July 2019

Reference ID(s)

- MUPIM 18.1

Reviewing Bodies

Administrative