

NEWS INFORMATION

Policy

- The President and the Director of Public & Institute Relations are the only two authorized spokespersons for New Jersey Institute of Technology. All communications with news media regarding Institute affairs, programs, events, etc. must be coordinated through the Office of Public & Institute Relations.
- Interpretation of the Institute mission, policies and procedures to media shall be solely the responsibility of the Office of the President.
- Media inquiries directed to faculty and staff shall be made known to the Department of Public & Institute Relations immediately.
- Use of official Institute stationery and/or use of Institute titles to express personal views in media is prohibited.

Guidelines

- Institute activity likely to attract media interest should be reported to the Associate Director-News Information in the Department of Public & Institute Relations as the earliest possible time. Appropriate methods of information dissemination will be made by the Associate Director.
- In instances where advance notice is not possible and where public statements of a sensitive nature, are made, the President, as the Official Spokesman of the Institute, and the Director of Public Relations should be notified as soon as possible.
- Assistance with preparation and dissemination of public statements (news releases, oral statements, et al) will be provided by the Associate Director-News Information.
- A clipping service of news items referring to the Institute is maintained by the Department of Public & Information Relations.
- Information released to media by the Institute shall be on special letterhead for that purpose. The Department of Public & Institute Relations is the only authorized user of this letterhead.
- Internal announcements of events, personnel changes, activities, etc. directed to the Institute community must be authorized by the Department of Public & Institute Relations after approval by the appropriate dean or vice president.

-Requests for inclusion of information in Institute publications (newsletters, fact books, catalog, etc.) should be directed to the Associate Director-News Information.