

NSCAD NOTES

POLICY NO.	335-006
SCOPE	All Faculty, Staff and Administrators
APPROVAL	President
ORIGINAL DATE	2006
LAST REVISION	December 15, 2009
NEXT REVISION	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..

3 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.

4 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.

5 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.

6 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.

7 ATTACHMENTS

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

8 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.