

# UNIVERSITY OF NEW MEXICO STUDENT PUBLICATIONS BOARD POLICY STATEMENT

Approved January 27, 1988;  
Revised November 5, 1991; April 23, 1992; February 21, 2003, March 28, 2003, March 26, 2010, April 30, 2010,  
December 3, 2010.

*The UNM Department of Student Publications supports students who participate in and learn from the opportunities offered in its publications. The department provides an environment and the professional resources to ensure an optimal learning experience as an adjunct to formal classroom instruction. The primary objective is to build a broad base of student writers, editors, photographers, designers and advertising professionals for the future.*

## **I. Powers, duties, and composition of the UNM Student Publications Board.**

- A. The UNM Student Publications Board, hereafter known as the Board, is publisher of the student publications: *Conceptions Southwest*, *Best Student Essays*, and the *New Mexico Daily Lobo*. As such the Board is an advocate for the interests and well-being of the students who comprise the respective staffs and has ultimate responsibility for the financial integrity of the student publications. In addition, the Board has the authority to determine policy, to select the editors, to maintain the editorial freedom of these publications and to assure that these publications serve the students of the University of New Mexico, subject to the statutory and constitutional authority placed in the Board of Regents.
- B. Content is the product of student effort and is controlled by student editors and managers. The student press at the University of New Mexico is free of censorship and advance approval of content. Students alone are responsible for the content, design and character of the publications they produce.
- C. The Student Publications Board shall be composed of the following members:
  - 1. One member selected from among the ASUNM Senate by the ASUNM vice president;
  - 2. Two members selected from among the undergraduate students by the ASUNM president;
  - 3. One member selected from among undergraduate students by the UNM student chapter of the Society of Professional Journalists.
  - 4. One person selected from among graduate students by the president of the Graduate and Professional Students Association;
  - 5. Two faculty members appointed by the president of the Faculty Senate;
  - 6. One person selected from among the University staff and administration by the president of the University;
  - 7. One journalist, otherwise unaffiliated with the University, who shall be appointed by the president of the New Mexico Press Association.

Except for that member selected by the student chapter of SPJ, each member shall be appointed for a two-year term. That member selected by the student chapter of SPJ shall be selected to serve a one-year term. A Board member may not be removed during his or her term of office. The Board shall determine that a vacancy exists on the Board if a member resigns from the Board or if a member misses three consecutive Board meetings. The Board shall notify the appointing agency of such vacancy and request that agency appoint a replacement for the remainder of that term. A Board member may not delegate his or her authority to any other person. As often as possible,

- terms on the Board will be staggered. The initial appointments of one of those appointed by the ASUNM Senate, the member appointed by the GPSA president, and the member appointed by the president of the New Mexico Press Association shall be for one year.
- D.** The Board shall select a chairperson for the next school year at the April meeting. The Chairperson will be selected for a one-year term from those Board members whose terms continue through the following year. The Board shall act upon a majority of those present and voting.
- E.** The *New Mexico Daily Lobo* is the recognized student newspaper at the University of New Mexico. *The New Mexico Daily Lobo* is a student-produced newspaper and Web site published daily Monday through Friday during the fall and spring semesters and published weekly during summer session. The role of the *New Mexico Daily Lobo* is (1) to provide news, information, entertainment and forums for the dissemination of ideas to the university community; (2) to provide a learning environment where students can develop skills in all aspects of journalism, advertising and Web development. All editorial policy is determined by the editor-in-chief. Board responsibilities shall be to maintain a sound financial operation, annual selection of the editor-in-chief and to see that the operation is consistent with Student Publications Board Policy.
- F.** *Conceptions Southwest (CSW)* is a student-produced annual art and literary magazine for the University of New Mexico. Board responsibilities shall be to maintain a sound financial operation, annual selection of the *CSW* editor and to see that the operation is consistent with Student Publications Board Policy.
- 1.** *CSW* must be distributed no later than the third week in April of the spring semester. The editor must notify the Board at its meeting most closely preceding that day if satisfactory progress toward the deadline is in question. As preparation, the editor will submit a production schedule to the Student Publications Associate Director of Business Operations by the end of the first week of the spring term. If in the Associate Director of Business Operations' judgment the *CSW* publication schedule appears in jeopardy at any time, he or she will notify the Board promptly.
  - 2.** *CSW* will solicit and will consider creative work in all media, but accept no responsibility beyond normal care for its return. Artists are encouraged to submit copies or slides of original work when practical to avoid possibility of loss.
- G.** *Best Student Essays (BSE)* is a student-produced bi-annual non-fiction magazine for the University of New Mexico. Board responsibilities shall be to maintain a sound financial operation, annual selection of the *BSE* editor and to see that the operation is consistent with Student Publications Board Policy.
- 1.** *BSE* must be distributed before the end of the fall semester and no later than the third week in April of the spring semester. The editor must notify the Board at its meeting most closely preceding the end of each semester if satisfactory progress toward the deadline is in question. As preparation, the editor will submit a production schedule to the Student Publications Associate Director of Business Operations by the end of the first week of the spring term. If in the Associate Director of Business Operations' judgment the *BSE* publication schedule appears in jeopardy at any time, he or she will notify the Board promptly.
  - 2.** *BSE* will solicit and will consider non-fiction work in all media, but accept no responsibility beyond normal care for its return. Artists are encouraged to submit copies or slides of original work when practical to avoid possibility of loss.

## **II. Selection of the *Daily Lobo* Editor.**

- A. Each spring, the Board shall solicit applications and select an editor for the succeeding volume of the *Daily Lobo*. Unless this Board determines that there is good reason for deviating from this practice, the editor shall be selected consistently with the following procedure:
  - 1. By the first week in March, the Board shall announce the competition for the position of editor of the *Daily Lobo*. The Board shall make applications for this position available and shall provide notice of the competition in such a way that those likely to have an interest in applying for the position will have an opportunity to do so.
  - 2. The application process shall close by the first week in April. After each member of the Board has had an opportunity to review all of the applications received and consider the written recommendation of the *Daily Lobo* staff, the Board shall select the *Daily Lobo* editor as soon as possible.
  - 3. The selection of the editor of the *Daily Lobo* by the Board shall be final.
  - 4. The term of the editor of the *Daily Lobo* shall be for one year and shall run from the first day of the last full week of publication in the spring semester to the first day of the last full week of publication in the succeeding spring semester.
- B. To be selected as editor of the *Daily Lobo*, the candidate must be a student enrolled at the University of New Mexico, have been enrolled in 6 hours or more at UNM the current and preceding semester, and have a cumulative grade point average of at least 2.5 by the end of the preceding semester. The editor must be enrolled as a UNM student in a degree-granting program throughout the term of office. The editor must meet any other requirements imposed by the Board.
- C. Vacancies arising during the term of the editor shall be filled as the Board deems appropriate.

### **III. Selection of the *Conceptions Southwest* Editor.**

- A. Each spring, the Board shall solicit applications and select an editor for the succeeding volume of *Conceptions Southwest*. Unless the Board determines that there is good reason for deviating from this practice, the editor shall be selected consistently with the following procedure:
  - 1. By mid-March the Board shall announce the competition for the position of editor of *CSW*-The Board shall make applications for this position available and shall provide notice of the competition in such a way that those likely to have an interest in applying for the position will have an opportunity to do so. The application process will close no earlier than 3 weeks following the announcement.
  - 2. The Board shall interview candidates and select an editor for *CSW*-no later than the end of April.
  - 3. The selection of the editor of *CSW*-by the Board shall be final.
- B. The term of the *CSW*-editor shall run from June 1 to May 31. Upon selection, the designated editor is to be in training, assembling staff and coordinating materials for the spring issue. The current editor has final responsibility until June 1. During the overlap period, the concurrent editors shall work in cooperation to see that the succession is smooth.
- C. To be selected as editor of *CSW*, the candidate must be a student enrolled at the University of New Mexico, have been enrolled in 6 hours or more at UNM the current and preceding semester, and have a cumulative grade point average of at least 2.5 by the end of the preceding semester. The editor must be enrolled as a UNM student throughout the term of office. The editor must meet any other requirements imposed by the Board.

- D. Vacancies arising during the term of the editor shall be filled as the Board deems appropriate.

#### **IV. Selection of the *Best Student Essays* Editor.**

- A. Each Spring the Board shall solicit applications and select an editor for the succeeding volume of *Best Student Essays*. Unless the Board determines that there is good reason for deviating from this practice, the editor shall be selected consistently with the following procedure:
  - 1. By mid-March the Board shall announce the competition for the position of editor of *BSE*. The Board shall make applications for this position available and shall provide notice of the competition in such a way that those likely to have an interest in applying for the position will have an opportunity to do so. The application process will close no earlier than 3 weeks following the announcement.
  - 2. The Board shall interview candidates and select an editor for *BSE*-no later than the end of April.
  - 3. The selection of the editor of *BSE*-by the Board shall be final.
- B. The term of the *BSE* editor shall run from June 1 to May 31. Upon selection, the designated editor is to be in training, assembling staff and coordinating materials for the next issue. The current editor has final responsibility until June 1. During the overlap period, the concurrent editors shall work in cooperation to see that the succession is smooth.
- C. To be selected as editor of *BSE*, the candidate must be a student enrolled at the University of New Mexico, have been enrolled in 6 hours or more at UNM the (current and) preceding semester, and have a cumulative grade point average of at least 2.5 by the end of the preceding semester. The editor must be enrolled as a UNM student throughout the term of office. The editor must meet any other requirements imposed by the Board.
- D. Vacancies arising during the term of the editor shall be filled as the Board deems appropriate.

#### **V. *Daily Lobo*, *Conceptions Southwest*, and *Best Student Essays* Staff.**

- A. All staff positions on the *Daily Lobo*, *CSW*, or *BSE* shall be filled by appointment of the editor. When a new editor is appointed by the Board, all staff positions shall be deemed vacant and the editor shall have authority to fill each of those positions. All persons filling staff positions serve at the discretion of the editor. All editorial policy is determined by the editor.
- B. If a problem with a staff member's job performance arises, the editor will give the staff member written warning of probation. After the written warning has been issued, the staff member may remain on the staff for a two-week probationary period, during which time the editor and the staff member will have the opportunity to rectify the problem.
  - 1. At the end of the probationary period, the editor shall determine whether it is in the interest of the newspaper or magazine to retain the staff member, extend the probationary period or discharge the staff member. The editor shall give written notice to the Student Publications Associate Director of Business Operations within twenty-four (24) hours, of a staff member's discharge. The notice shall include the date of the discharge and the reason for the action.
  - 2. If a staff member's continued employment poses a significant and immediate threat to the *Daily Lobo*, *CSW*, or *BSE*, the editor may determine that an emergency situation exists and discharge the staff member immediately. In such a situation, the editor must notify the Student Publications Associate Director of Business Operations and Chair of the Board immediately.

- C. Staff members who wish to terminate employment shall give a two-week written notice to the editor. Staff members will be considered to have terminated employment if they walk off the job or are absent for three consecutive days without permission.
- D. Any staff member who is placed on probation or discharged may appeal the decision of the editor to the Board. The pendency of the appeal shall not stay the discharge or suspension. The Board may convene a hearing to review the decision of the editor, but the convening of the hearing, and the attributes of that hearing, are entirely within the discretion of the Board. The Board shall reverse the decision of the editor only if it determines that the probation or discharge violates the law or University policy. The decision of the Board shall be final.

## **VI. Board Sanction of the Editor.**

- A. Complaints made to the Board, or disagreements between the Board and the editor, will normally be resolved by informal discussion among the parties concerned. However, for questions and complaints not so resolved, the following procedure of investigation of charges is established. It is further understood that the Board is the publisher of the *Daily Lobo*, *CSW*, and *BSE*, and ultimately responsible for their operation. Consequently, such investigations by the Board, as well as other operations of the publications, must remain free from intrusion by members of the University administration or student government.
- B. Any complaint directed to the Board alleging that the editor has violated the *ASNE Statement of Principles*, or the *SPJ Code of Ethics*, or any policy established by the Board, shall be investigated and considered by the Board or a subcommittee appointed by the Chair, which shall report to the Board. The Board shall determine the method in which it will conduct its investigation, but it must provide an opportunity for the editor to respond to any charge and any evidence submitted in support of any charge.
- C. After an investigation, the Board may dismiss the charges. If the Board determines that an oral or written reprimand of the editor is appropriate, it will issue the reprimand, which will be final. However, if the Board determines that suspension or discharge of the editor would be appropriate action, the Board shall inform the editor of the proposed action.
- D. The editor may then accept the proposed suspension or discharge, or demand in writing a formal hearing before the Board. The editor's demand must be submitted within three days of the editor's formal notification of the proposed sanction. If the editor demands a formal hearing, the Board shall schedule the hearing for a date within ten working days of the receipt of the demand. The Board may relieve the editor of all duties pending resolution of the issue, but the editor shall be paid his or her normal salary during this period. The managing editor of the *Daily Lobo*, or the assistant editor of *CSW* or *BSE* shall be responsible for the editor's duties until the matter is resolved.
- E. The formal hearing to determine whether the action of suspension or discharge should be imposed shall be conducted according to the official formal hearing policy of the University, except where that policy is inconsistent with this Policy. The Board's Chair, or the Chair's designee shall represent the Board's position in the hearing. As soon as possible after the hearing, the Board shall determine if the editor violated the *ASNE Statement of Principles*, or the *SPJ Code of Ethics*, or any policy established by the Board. If the Board determines that the editor violated any of these policies, it shall determine what action is appropriate and impose that action. The Board's decision is final.

