



This policy establishes the University of Evansville's position regarding campus community interaction with the news media, including representatives of print, television, and radio news outlets. The campus community is defined as administrators, faculty, staff, and students.

Policy—The Office of the Chief Communications Officer (CCO) is the designated contact point for the news media and the source of official information about the University. The CCO is responsible for providing clear, concise, consistent, updated, and relevant communications resources to the campus community and media. The CCO shall also initiate and/or respond to requests from the media and manage any interactions between them and members of the campus community.

Employees or departments that are contacted by the media should contact the CCO first before providing information. The CCO shall be responsible for arranging an in-person or phone interview with a member of the campus community.

***Note:** Student athletes, coaches, and athletic administrators will contact the Department of Athletics*

Immediately after contact with the media and the CCO has been notified, individuals within the campus community may discuss topics related to the specific story or those in which they have expertise.

Members of the campus community should not speak on behalf of the University nor interpret University policy unless designated by the CCO. If the University is asked for official comment on an issue, the CCO will identify the proper spokesperson on a case-by-case basis.

All members of the news media are not permitted on campus unless contact has first been made with the CCO. Members of the news media will require an escort upon arrival and will be accompanied by the CCO during their visit on UE property. Access to campus housing, classrooms, and employee offices is strictly prohibited unless written permission is provided by the CCO. Unaccompanied media on campus should be reported immediately to the Office of the Chief Communications Officer.

Each department head is responsible for implementing procedures to comply with this policy, while ensuring that academic freedom, free inquiry, and freedom of expression within the academic community are respected and observed. If you have questions about this policy, contact the Chief Communications Officer by email at uerelations@evansville.edu or 812-893-5319.