

# Student Media Board

## **The Student Media Board**

Pursuant to the charge of the Chancellor of 2015 the Student Media Board shall: Make provisions for the selection of the editors of The Appalachian student newspaper/media outlet, The Peel Literature & Arts Review student literary arts journal, the station manager for WASU-FM Radio Station, and the business manager for The Appalachian, and any future student media outlets including publications, websites and broadcast outlets; appoint and, if necessary, dismiss the editor of The Appalachian, The Peel, , and the station manager for WASU-FM Radio Station, and any future student media outlets including publications, websites and broadcast outlets; make recommendations to the Chancellor or her designated representative regarding matters of policy concerning The Appalachian, The Peel, and WASU-FM Radio Station, and any future student media outlets including publications, websites and broadcast outlets.

## **Composition of the Board**

The Student Media Board shall be composed of nine (9) members comprised of five students and four faculty/staff. The director of Student E&L shall serve as chairperson of the Student Media Board. A secretary shall be elected from among the student representatives. No member of the staffs of the publications or radio station shall serve as student members of the board, and advisers to the publications and the radio station are ineligible to serve in other than an advisory capacity to the board. The Chancellor shall ultimately appoint all members of the Student Media Board. Faculty/staff membership shall come from the departments of English, Communication, Technology, and the School of Business. Student members shall come from students majoring in English, Communication, Business, Technology, and one at-large student.

## **Terms of Appointment and Structure of the Board**

All student members of the Student Media Board shall be appointed for a term of one academic year, while faculty shall be appointed on a rotational basis with the Business and Technology faculty initially

serving a two-year term, with the English and Communication faculty serving a two-year term. (All members shall be appointed by the Director of Student E&L at least by September each academic year.) Members appointed to fill vacancies occurring during an academic year shall be appointed for the duration of the term vacated. All appointments are renewable at the discretion of the Director of Student E&L and must be approved by the board. The Student Media Board shall attempt to meet at least three times a per academic year, including at least once for the purpose of selecting editors of the various publications, and WASU-FM station manager, at least twice to hear reports from the editors of the various publications and the WASU-FM station manager, and at such other times as the chairperson specifies for the completion of the Board's responsibilities. (In addition, the chairperson shall summon the Board at the request of two or more members of the Board.) The Board shall meet on the call of the chairperson. At least five (5) members, from whom two must be from the faculty/staff appointments, must be present for the Board to conduct business. A simple majority voting in the affirmative shall be required to recommend student editors, station manager and the business manager.

### **The Selection Process**

All candidates for the position of editor must meet the minimum qualifications specified below:

#### **Editor of The Appalachian**

Have at the time of application a 2.5 grade point average and maintain a 2.25 grade point average. Be a full-time student and at the time of application preferably be a rising junior or senior. Have at least two years of collegiate journalism or similar experience. Submit application materials and appear for a personal interview at the time specified by the Student Media Board.

#### **Editor of The Peel**

Have at the time of application a 2.5 grade point average and maintain a 2.25 grade point average. Be a full-time student and at the time of application preferably be a rising junior or senior. Have at least two years of literary magazine or similar experience. Submit application materials and appear for a personal interview at the time specified by the Student Media Board.

### **Station Manger of WASU-FM**

Have at the time of application a 2.5 grade point average and maintain a 2.25 grade point average. Be a full-time student. Submit application and appear for a personal interview at the time specified by the Media Board.

### **Business Manager of The Appalachian**

Have at the time of application a 2.5 grade point average and maintain a 2.25 grade point average. Be a full-time student and at the time of application preferably be a rising junior or senior. Submit application materials and appear for a personal interview at the time specified by the Media Board.

The Student Media Board may, by a majority vote, approve a waiver for any of these requirements if requested by a candidate. The Student Media Board may, by a majority vote, approve additional requirements for a position if it deems them necessary for an editor, business manager, or station manager to adequately fulfill his/her responsibilities (e.g., require an editor to attend summer session in order to supervise special projects essential to the continued welfare of a publication). All such additional requirements must be specified at the time of application.

The Student Media Board may establish requirements for the management personnel of new student publications and station manager as they arise. The Board shall advertise in The Appalachian and on the campus radio station the availability of all positions. Such advertisements may include ads placed in The Appalachian. The deadline for applications shall be early spring semester. Applications will be available online and may also be picked up by prospective applicants at the Office for Student Engagement and Leadership and the WASU-FM station for the station manager position, and returned to the respective office prior to the application deadline. The completed applications will be forwarded to the chairperson of the Student Media Board who shall have copies of the applications made and distributed to all Board members. The chairperson of the Board shall call at least one meeting for the review of applications, applicant interviews and a decision on hiring recommendations for candidates.. The

recommendations for each position will be considered separately and shall be made by a majority vote. The chairperson shall be responsible for forwarding the recommendations to the Vice Chancellor for Student Development. The editor of The Appalachian and The Peel, and the business manager shall be elected to terms to run July through May. The WASU-FM station manager shall be elected for a term to run August through May.

### **Reports to the Board**

At least twice a year, the Board shall meet to hear brief progress reports and suggestions from the editors of the various publications and radio station. It shall be the responsibility of the chairperson to call such meetings and give the board proper advance notice, preferably of at least two weeks. The meetings will be scheduled near the end of fall and spring semesters.

### **Policy Recommendations by the Board**

From time to time it may be necessary for the Board to amend policy affecting the various student publications, media outlets and radio station. Before such recommendations are made, when necessary, the Board shall have at least one public meeting at which the viewpoint of the staff of the publication and/or radio station involved may be presented. All such policy changes shall be by majority vote of the Board and are subject to approval by the Vice Chancellor for Student Development, the Chancellor or designee.

### **Review of Policies for Publications and Radio Station And Procedure for Dismissal of Editors and Managers**

At the request of two or more members, the Board shall review the editorial and business policies of a publication or radio station including professional and ethical practices of the publication. A recommendation for dismissal of an editor of a publication or station manager may be discussed as part of a review process. In such a case, the person (editor or station manager) involved shall be given an opportunity to present her/his viewpoints before the Board. Based on the review and two-thirds (six-vote) majority decision, the Board may remove an editor, business manager, or station manager from their position for missing deadlines, poor business practices, failing to follow through with duties related to the position, and ethical violations based on standard industry

standards. All such hearings for policy changes and/or dismissal shall be open to the public, and the student leader under review shall be afforded the opportunity to present testimony and/or documents in support of their position. Recommendations for policy changes and/or dismissal shall be reviewed and approved by the Chancellor or designee.

### **Special Circumstances**

The Student Media Board may establish whatever procedure it deems appropriate for filling temporary vacancies in any position under its jurisdiction. This provision shall be construed as a method for timely replacement of vacated positions but not as a method of setting precedent or making major policy changes. Recommendations for filling vacancies will be reviewed and approved by the Vice Chancellor for Student Development, the Chancellor or designee.

### **Procedural Changes**

Upon a two-thirds majority vote the Student Media Board may recommend any provision in this document be amended or rescinded.

Amended: November 2015