



## Editor-in-Chief Application

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Classification (e.g., senior) and semesters remaining: \_\_\_\_\_

Permanent Full Address: \_\_\_\_\_

Full Campus Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Campus phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

SS# (Last 4 digits only) \_\_\_\_\_

***Applications must be returned in an envelope to the adviser no later than Monday, Nov. 14. Please see attached job description and selection process details. Applications should be completed by the proposed Editor-in-Chief and must include the following information:***

### *I. Qualifications*

Please provide a brief description of your qualifications.

### *II. General philosophy and goals*

Prepare a statement outlining the approach that will be taken to editing The All State, including goals for content, target readership and editorial policy.

### *III. Proposed structure of the Editorial Board*

While it isn't necessary to designate all of the editorial positions in this application, please still provide a sufficient number of positions to be named to give the editor-in-chief selection committee a sense of the likely composition of the group that will be responsible for The All State's content. Please address how you envision the participation of your editors on the Editorial Board, how the meetings of the Editorial Board will be convened, and how editorial decisions will be made.

### *IV. Plans for the future of The All State*

Please discuss your views of the present status of The All State, opportunities for growth and enhancement, and plans to achieve these goals.

### *V. Additional items*

Additional items that must be attached to the application include:

- a. At least three recommendations from either faculty, advisors and/or peers who are in applicable leadership positions who can accurately comment on character, ethics and related work.
- b. Statement of intent to participate signed by proposed editors. (See attached form).

**Statement of Intent to Participate**

I \_\_\_\_\_ intend to participate on The All State's Editorial Board, if selected and hired by the proposed All State Editor in chief. As a member of the Editorial Board, I would fully participate in my function as an editor. I also understand and will agree to participation on the board that would include, at a minimum, attendance and participation at meetings.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Editor in Chief Hiring Process**

An independent committee provides the official hire approval for the editor in chief. The traditional term for the position is two consecutive semesters. The adviser shall initiate the application process in a timely manner to allow sufficient recruitment and notice. An announcement for the opening must run in The All State at least three weeks before the selection process.

The Committee, appointed by The All State adviser, is responsible for overseeing a fair and inclusive selection process for the editor in chief, including review of nominations and applications and final selection. The Committee is made up of at least two faculty members from the Communication & Theatre department, the current editor in chief, the current managing editor, a university staff member and the adviser. While the adviser is a non-voting member of the Committee, they should be present during the proceedings to provide input on the candidates after the interviews have been conducted.

## **Job Description**

### **Editor in chief**

The editor in chief has responsibility for all decisions pertaining to the production of each issue of The All State. This includes (but is not limited to) style, content, tone, quality, layout, production, and editorial viewpoint. The Editor in chief establishes guidelines, trains, supervises and coordinates staffing within the established boundaries as approved by the Student Adviser and the Vice President for Student Affairs. Responsibility for enforcing all rules, regulations and standards agreed upon as essential to efficient production and quality rests with the Editor in chief.

### **Appointment:**

The appointment will be for one academic year. The current editor may re-apply for the editor's position to be considered for the subsequent year.

### **Qualifications:**

- Each candidate must have successfully completed 24 semester hours of credit prior to the beginning of the semester he/she is to fill the position.
- Each candidate must have a minimum cumulative grade point average of 2.75 at the time of selection and must maintain this minimum average throughout his/her service. Additionally, the student must be currently enrolled and not on disciplinary probation/ suspension at the time of application or at any time during the period of service. The candidate shall have no formal discipline file with the University at any time.
- Each candidate shall be a full-time student (as defined by the University Bulletin) throughout his/her time in service (12 hours for an undergraduate and 9 hours for a graduate student).
- Each candidate should have two semesters student leadership or journalism experience. Although journalism experience is highly desirable, applicants with significant leadership experience and journalistic aptitude will be considered.
- The editor may not hold elected or appointed office in the Student Government Association or in any campus organization. The editor may not hold membership in any university or departmental committee, except with prior approval from The All State Adviser.
- Each candidate must provide a personal statement including his/her goals and plans for the newspaper during the time they desire to serve.
- Preferred candidates will have completed ENGL 1010, 1020, COMM 2000, 3200, and 4650 or equivalent.
- Each candidate must be eligible to become an authorized university driver.

- Each candidate shall submit 3 letters of recommendation, a current transcript, and work examples if available.
- It is highly recommended that candidates have completed Leadership 3000 for undergraduates or COMM 5110 (Leadership & Communication) for graduates.

**Responsibilities:**

- To update, publish, adhere to, and enforce guidelines for operation. The guidelines must include a statement of purpose, publication schedule, staff handbook, policies concerning the acceptance and rejection of submissions, Student Publications Code of Ethics, and a statement of non-discrimination. The staff handbook should include job descriptions and a hierarchy of authority with a clear definition of staff responsibilities. The written document must be submitted to the adviser of Student Publications and distributed to the staff members prior to the initial publication of the newspaper. The guidelines must be available to the public upon request.
- To maintain a close working relationship with the Adviser(s) of Student Publications.
- To serve as the official liaison between the staff and the Division of Student Affairs.
- To attend the Austin Peay Student Leader Institute and all other training designated by the Adviser of Student Publications.
- To make primary and final decisions pertaining to style, content and tone of The All State in consultation with the editorial board. The editorial board for The All State includes the editor in chief, news editor, sports editor, editorial page editor, features editor, chief copy editor, art director, and may include a managing editor. Editorial control includes, but is not limited to, coverage, tone, unsigned editorial positions, and the acceptance and rejection of submissions and advertising.
- To adhere to all governing laws concerning libel, privacy and obscenity.
- To recruit and appoint new staff members, as well as the responsibility to relieve staff members of duties. To maintain a mid-semester evaluation policy for editorial board staff and to request input regarding staff writers, photographers, and graphic designers from section editors. To document and report appointments and dismissals to the adviser of Student Publications.
- To recommend and implement new positions as necessary in consultation with the advisers of Student Publications as budgets permit.
- To set, publish and adhere to a publication schedule that includes a minimum of 14 issues per semester (Fall and Spring) with the opportunity to publish special editions as the budget allows.
- To monitor, publish, adhere to and enforce the code of ethical conduct in consultation with the editorial board. The All State Code of Ethics should be included in the Student Publications Handbook, to be distributed to all staff members prior to the initial publication of student publications and be available upon request. Although the editorial board may make recommendations to the editor in chief, the editor in chief will have the authority to make all final decisions pertaining to the code of ethics and its enforcement. These ethics include responsibility, freedom of the press, independence, truth and accuracy, impartiality, fair play and diversity. These guidelines apply to the news, editorial and advertising content of the newspaper. An editor's failure to address unethical conduct and conflicts of interest within the organization can provide grounds for dismissal.
- To cooperate with the adviser of Student Publications in the creation and maintenance of a professional work environment conducive to learning as exemplified through adherence to and assistance in the enforcement of the "Student Rights and Responsibilities" published in the Austin Peay State University Student Handbook.

- To represent the department of student publications in a credible, professional and ethical manner in the campus community and off campus as well.
- To serve as the official representative of The All State.
- To conduct ongoing public relations campaigns to promote the longevity of The All State.
- To oversee the layout and production of The All State.
- To make final decisions concerning the time of weekly meetings and working hours and determine any changes concerning the schedules.
- To be responsible for all aspects of The All State.
- To spearhead the staff-training program and to assist the adviser of Student Publications with the staff development and peer editor development programs.
- To evaluate editorial staff members at mid-semester each term.
- To participate in the fiscal management of student publications within the boundaries of the budget set by the adviser of Student Publications and Student Affairs.
- To hold financial responsibility for digital cameras and other equipment taken out of the office for business purposes and not signed out. To provide written approval for all such use of equipment to transfer liability.
- To request keys and long distance codes for select staff members and retrieval of keys and cancellation of codes at the end of the semester or upon termination. Requests should be made in writing to the adviser of Student Publications.
- To sign-off as final approval on d-form (publication purchasing form) and return d-forms to the Adviser of Student Publications no later than Thursday following the Wednesday publication.
- To work in consultation with the business manager and business staff to promote increased revenue for The All State.
- To promote responsiveness and accountability to calls from the community through log system that tracks in-coming and out-going communications including business documents, telephone messages, faxes, print, and electronic mail.
- To maintain posted office hours.
- To become an authorized university driver if necessary and drive as needed in order to work with the publisher, deliver papers if needed, and attend conferences and other educational seminars and meetings as necessary.

#### **Evaluation and Removal of the Editor in chief**

The editor in chief will be evaluated by the members of the editorial board at fall semester midterm and spring semester midterm, and as requested by the Student Publications adviser. Evaluations will be submitted to the adviser of Student Publications and issues arising from evaluations will be forwarded to the APSU Vice President for Student Affairs for further review, when necessary.

The editor can be removed by the vote of a majority of the voting members of a special committee appointed by the Vice President for Student Affairs. A hearing for the editor may be scheduled no earlier than one week after the vote. The editor shall be given a minimum of three days notice prior to the scheduled hearing. The chair of the special committee and the adviser of Student Publications will sign a copy of the discharge.