

PROCEDURE LIT.6.01.01 APPROVAL FOR COLLEGE PUBLICATIONS

SCOPE: Faculty and Staff

1. All college publications must receive the final approval of the Director of Communications and Marketing.
 - 1.1. The Director/Dean (or designee) responsible for the development of a publication will submit the content needed for a publication to the Director of Communications and Marketing in such detail and format as may be required.
 - 1.2. The Director of Communications and Marketing, will either approve the content as it is presented or confer with the appropriate Director about revisions or for more information.
 - 1.3. In collaboration with the Director/Dean, the Department of Communications and Marketing will use the content submitted to create visual communication products through graphic design.
 - 1.4. The Director of Communications and Marketing will make the final decision about where to have College publications printed and has the authority to use the College's bidding procedure to ensure the fulfillment of the responsibilities under this procedure. If necessary, a proof of the publication shall be produced and returned to the Director and the department of origin for final approval prior to printing.
 - 1.5. Only after the Director of Communications and Marketing gives final approval of the proof shall the publication be printed.

Related Policies: LIT.6.01 Publications and Branding

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

Revised: September 2026