



**Loyola Marymount
University**
Student Media

POLICY MANUAL

Los Angeles Loyolan
ROAR Studios
The Tower Yearbook

Revised: August 2026

I. INTRODUCTION

The following policies have been established by the university's Division of Student Affairs and apply to student-run media in the Department of Student Media at Loyola Marymount University. This includes the Los Angeles Loyolan news source, ROAR Studios and The Tower yearbook. The policies contained herein supersede the media-specific guidelines established for the news source, studios and yearbook.

A. Mission

Department of Student Media Mission

The Los Angeles Loyolan news source, ROAR Studios and The Tower yearbook are part of the Department of Student Media, whose mission is as follows:

Student Media provides leadership opportunities as well as avenues for personal and professional growth for those interested in journalism (including written pieces, video, photography, graphics and illustrations), documentary filmmaking, graphic design and business management as part of the university's commitment to the education of the whole person.

B. Media

Los Angeles Loyolan

Your home, your voice, your news.

The Los Angeles Loyolan news source is available online at www.laloyolan.com and on social media outlets 24/7. Students are responsible for all aspects of creating and distributing high-quality journalism to the LMU community.

ROAR Studios

ROAR Studios produces student-focused documentary films, short-form content and podcasts and provides students with practical hands-on video production experience. Visit ROAR Studios on YouTube or at www.watchlistenroar.com.

The Tower

Capturing the essence of LMU.

The award-winning Tower yearbook chronicles campus life and captures the essence of the people who make this university come alive. The student-run yearbook is published and distributed to full-time undergraduate students each spring. The Tower yearbook is FREE for all full-time undergraduate students (its cost is included in tuition).

C. Definitions

The "Department of Student Media" includes the Los Angeles Loyolan news source, ROAR Studios and The Tower yearbook.

"Associate Director of Student Media" means the Division of Student Affairs staff member assigned to function as advisor to media within the Department of Student Media and/or the Department of Student Media staff member(s) who supervises personnel assigned to function as advisor to media within the department. If there is no person in the post of Associate Director of Student Media, all responsibilities assigned to the Associate Director of Student Media will first become those of the Assistant Director of Student Media. If there is no person in either post, the responsibilities become those of the Senior Vice President for Student Affairs' designee.

"Assistant Director of Student Media" refers to the Division of Student Affairs staff member assigned to function as a secondary advisor to media within the Department of Student Media. Depending on current staffing, there may be someone in a role with a different title serving in this secondary advisory capacity, or the role may be vacant. When applicable, this secondary advisor assists in the day-to-day operations and advising of the Department, and reports directly to the Associate Director of Student Media. From here on, references to "Associate Director of Student Media and their designee" will include the Assistant Director of Student Media and/or other secondary advisors.

"The Loyolan" and "the news source" (formerly referred to as "newspaper") applies to all student staff members of the Los Angeles Loyolan and any print, digital, electronic, online, video or other content published or distributed under the banner of the Los Angeles Loyolan.

"ROAR Studios" and "the studio" (formerly "ROAR Network" and "the television network") applies to all student staff members of ROAR Studios and any print, digital, electronic, online, video, audio or other content published or distributed under the banner of ROAR Studios.

"The Tower" and "the yearbook" applies to all student staff members of The Tower and any print, electronic, digital, online, video or other content published or distributed under the banner of The Tower yearbook.

"Staff" means any student who works in the Department of Student Media, regardless of whether the person is compensated.

D. Acceptance

The act of joining the staff or taking on any assignment on behalf of media in the Department of Student Media serves as an agreement to adhere to and follow these policies. Failure to adhere to these policies; the university's Student Conduct Code; and/or Loyolan, ROAR Studios or The Tower media-specific guidelines may result in termination of the student's relationship as a staff member and/or judicial action by the university.

E. Policy Review

At the end of each academic year, student staff may review and make recommendations to the Associate Director of Student Media or the Associate Director of Student Media's designee regarding proposed changes. The Associate Director of Student Media may, at their discretion, make any proposed changes to the policy manual or any of the Department of Student Media's areas' guidelines. These changes are only effective upon being published on each Department of Student Media area's website, where they are made accessible to all audiences.

II. GENERAL POLICIES

A. Publisher/Owner

The Los Angeles Loyolan, ROAR Studios and The Tower function as student-run Departmental Student Programs within the Department of Student Media and the Division of Student Affairs.

The Loyolan recognizes Loyola Marymount University as the official publisher of the news source and of all content published or distributed

under the banner of the Los Angeles Loyolan.

ROAR Studios recognizes Loyola Marymount University as the owner of the studio and of all content published or distributed under the banner of ROAR Studios.

The Tower yearbook recognizes Loyola Marymount University as the official publisher of the yearbook and of all content published or distributed under the banner of The Tower.

For more on ownership of content, see Section O.

B. Associate Director of Student Media

The Associate Director of Student Media or the Associate Director of Student Media's designee will provide training and direct feedback in all facets of journalism, video production and yearbook production including, but not limited to: appropriate journalistic practices; media law; ethics and responsibilities; staffing; advertising; organizational policies and procedures; technology; and business management.

The Associate Director of Student Media or the Associate Director of Student Media's designee shall not be held responsible for the content or editorial decisions of student-run media. The Associate Director of Student Media or the Associate Director of Student Media's designee is directly responsible for overseeing all business operations, including budgets, payroll, expenditures, revenue, marketing, advertising and equipment. As the media outlet's staffing principal, the Associate Director of Student Media or the Associate Director of Student Media's designee must approve all staff changes (including hiring, terminations and pay increases) as well as all expenditures. The Associate Director of Student Media or the Associate Director of Student Media's designee must approve any changes to the names of media outlets.

The Associate Director of Student Media and other full-time professional staff adhere to the Code of Ethical Behavior as developed by the College Media Association (available at www.collegemedia.org).

C. Staffing

Student staffing in the Department of Student Media is "at will". The news source, studio or yearbook or the student staff member can terminate the staffing relationship at any time for any reason with or without notice.

Undergraduate and graduate students at Loyola Marymount University must maintain a minimum cumulative GPA of 2.0 or higher and be in good academic and judicial standing in order to be eligible to work in the Department of Student Media.

Undergraduate and graduate students at Loyola Marymount University must maintain a minimum cumulative GPA of 2.5 or higher and be in good academic and judicial standing in order to be eligible to work in a student managerial staff position within the Department of Student Media.

D. Editorial Content

Student Media student staff members recognize that control of editorial

content is a privilege granted to them by the university and is subject to revocation.

E. Advertising Content

As the university acts as publisher/owner of the Loyolan, ROAR Studios and The Tower, media outlets should not advertise products or services that are fundamentally inconsistent with the core mission or identity of Loyola Marymount University. The Associate Director of Student Media or the Associate Director of Student Media's designee may restrict advertisements that violate Department of Student Media advertising policies.

F. Public Hours

The Student Media Center in North Hall is open to the public Monday through Friday from 9 a.m.-5:30 p.m. except during occasional special events.

III. STAFF POLICIES

A. Other Employment

Staff members must disclose to the Associate Director of Student Media or the Associate Director of Student Media's designee employment outside of LMU Student Media as well as any offers of employment to avoid any conflict of interest involving editorial and/or business responsibilities.

B. Other Media Employment

Student Media staff members are encouraged to work for off-campus media as interns, freelancers or staff members provided:

1. The outside employer is not in competition with any media within the Department of Student Media;
2. Work is completed on the staff member's own time and does not conflict with their responsibilities at the news source, studio and/or yearbook; and
3. The student notifies the Associate Director of Student Media or the Associate Director of Student Media's designee of the outside employment.

C. Other On-Campus or Personal Media

Before involving themselves in other personal media (including club newsletters, personal blogs, social networking sites or other media), staff members should carefully consider whether such involvement could potentially compromise either their personal integrity or that of the news source, studio and/or yearbook especially as it relates to conflict of interest.

Students working as staff members of non-Student Media-affiliated, on-campus news outlets that serve the LMU or surrounding community (including those on staff via enrollment in academic classes, as well as those who create content for LMU Athletics) are not permitted to work on staff at the Loyolan, ROAR Studios or The Tower.

Students working at other non-Student Media-affiliated, on-campus news outlets (including those on staff via enrollment in academic classes as well as those who create content for LMU Athletics) can serve as non-staff freelance contributors to Student Media outlets provided the

student notifies the Associate Director of Student Media or the Associate Director of Student Media's designee of the outside employment.

Non-staff freelance contributors to other non-Student Media-affiliated, on-campus news outlets (including those on staff via enrollment in academic classes as well as those who create content for LMU Athletics) are eligible to work on the Loyolan staff provided the student notifies the Associate Director of Student Media or the Associate Director of Student Media's designee of the outside employment.

Student Media staff members and non-staff freelancer contributors cannot work on the same assignment for the Loyolan and another news outlet.

D. Membership in Campus Groups, Clubs, Teams and Organizations

Staff members may not participate in any editorial, content, advertising or business decisions regarding another on-campus organization of which they are a member. Staff members must disclose their memberships to the Associate Director of Student Media or the Associate Director of Student Media's designee. No elected or appointed member of student government in a cabinet or executive-level position can work for a news-gathering department or section of the news source, studio and/or yearbook. "News-gathering" refers to any role in which a student would attend general editorial staff meetings. No elected or appointed member of student government can work for the news source's Executive Editorial Board. Staff membership eligibility of elected or appointed members of student government in other non-news-gathering areas should be reviewed on a case-by-case basis and must be approved by the Associate Director of Student Media or the Associate Director of Student Media's designee.

E. Political Involvement and Other Outside Activities

Political involvement, holding public office off-campus and service in community organizations should be considered carefully to avoid compromising personal integrity or that of the news source, studio and/or yearbook. Staff members may not participate in any editorial, content, advertising or business decisions regarding an off-campus organization of which they are a member.

F. Relationships

To avoid conflict of interest, all Student Media staff members must avoid involvement in editorial, advertising or business decisions involving non-staff family members and non-staff persons with whom they have a close personal or financial relationship.

While Student Media policy does not prevent the development of friendships or romantic relationships between student co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Students in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to affect the employment of individuals in subordinate positions.

Any student supervisor or manager, executive must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the Associate Director of Student Media or their designee who will review the circumstances to determine whether any conflict of interest exists.

Related to items A through F above, it is important to acknowledge that the perception of conflict of interest can be as damaging to a journalist's and/or media outlet's reputation as actual conflict of interest. Therefore, all staff members should conduct their personal business in a transparent manner that does not lead to potential or actual conflicts of interest with their responsibilities at the news source, studio and/or yearbook.

G. Contract Work

Any contract work (sometimes referred to as "per-piece" work or freelance) will be paid to students only upon successful, on-time completion of the assigned tasks as determined by the top Student Media leader in their area (editor in chief or Executive Producer). Any student who wishes to contest a withheld payment related to contract work may appeal to the Associate Director of Student Media or the Associate Director of Student Media's designee.

H. Use of Alcohol/Other Substances

It is not acceptable for any staff member to attend an event on assignment or otherwise represent the Department of Student Media while under the influence of alcohol or other substances so that the staff member's objectivity would be called into question.

I. Plagiarism

Plagiarism is defined as the material word-for-word duplication of another person's work without appropriate attribution. Plagiarism is strictly prohibited.

J. Fabrication

Fabrication is defined as purposely concocting something that is fictional and presenting it as factual in order to deceive. Fabrication of facts and/or sources in content is prohibited with the exception of first-person columns and parody content, which may occasionally use an approach that involves composite or fictional characters or situations. However, it must be clear to the reader or viewer that the fictional person does not exist or that the situation did not actually occur. Fabrication also applies to electronically altering photographic or video images that are presented as fact to the reader or viewer.

K. Copyright

Use of any copyrighted material not in the public domain, use of material without permission or use of material not covered by "fair use" is prohibited. In general terms, "fair use" allows the summarizing of an address or article, with brief quotations, and use of video highlight clips in a news report or the use of images in a critical review.

However, "fair use" generally does not allow for use of an entire copyrighted item (picture, cartoon, song, video, etc.) without consent of copyright owner. To clarify issues of copyright, staff members should consult with the Editor in Chief/Executive Producer, Associate Director

of Student Media or the Associate Director of Student Media's designee or the Student Press Law Center (www.splc.org).

L. Anonymous work

Content produced without a byline or video credit is prohibited unless publishing a content creator's name, affiliation, title or description could put the creator in a perilous situation (bodily harm, job loss, etc.).

M. Gifts, Free Meals and Travel

To avoid the appearance of conflict of interest, LMU Student Media staff members are not allowed to accept gifts, meals or travel worth \$50 or more from any outside vendor, potential source or advertiser. Free travel related to education and training is allowed.

N. Free Tickets or Passes

Tickets or passes to cover an event or to attend for legitimate journalistic/editorial/content purposes are allowed to be accepted. Free or discounted tickets and passes may be accepted for personal use only if the tickets are available on the same complimentary or discounted basis to non-student media members.

O. Ownership of Work

The news source, studio and/or yearbook hold ownership and exclusive distribution rights (single immediate use and all foreseeable re-uses thereafter) for all creative work (published and unpublished) of student staff for one year, unless otherwise specified by an agreement in writing between the student and the Associate Director of Student Media and/or the Associate Director of Student Media's designee. The news source, studio and/or yearbook hold perpetual distribution rights (single immediate use and all foreseeable re-uses thereafter) for all creative work (published and unpublished) of student staff.

Students are granted limited reproduction rights for personal use for career advancement purposes, such as portfolios.

This applies to all content, including but not limited to articles, captions, headlines, images, illustrations, scripts, video content, audio content and graphics.

Ancillary materials related to all content, including but not limited to logos, marketing materials, promotional items and merchandise, remain the property of the news source, studio and/or yearbook unless otherwise specified by an agreement in writing between the student and the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

P. Ownership of Review Materials

Any materials given to an LMU Student Media outlet for review become the property of the news source, studios and/or yearbook and not of any individual staff member.

Q. Corrections/Comments/Take-Down Requests/Content Removal

Student Media outlets generally do not remove content (including but not limited to articles, columns, editorials, photos, letters to the editor,

news videos and entertainment videos) from online archives once the content has been published in any format. Corrections and/or updates will be published/added if an item is determined by the top student leader to be factually inaccurate. In the event of an update or a correction, a note detailing the date and time of the change should be included.

Corrections: To make a request to review accuracy of content, the complainant must contact the top student leader (editor in chief or Executive Producer) with the following information:

- Name and telephone number
- The url address of the content in question
- Reference to the specific content that is inaccurate and an explanation of how the information is inaccurate

The Editor in Chief/Executive Producer should thoroughly investigate any correction requests and is strongly encouraged to consult with and rely on advice from top student leaders and their advisors before posting any corrections. If the Editor in Chief/Executive Producer determines the request to be valid, an update or correction will be posted.

Comments: Student Media outlets encourage comments on affiliated social media accounts. Our goal is to maintain a community where everyone feels free to express themselves, but we also recognize that some conversations can descend into negative sniping and personal attacks. When this happens, we reserve the right to delete those comments.

We encourage comments that:

- Are "on topic" and that respond to the content in the article
- Are responses to comments left by other readers
- Are brief and to the point
- Have a positive/constructive tone
- Are open to being contradicted by other readers
- Might disagree with the content in the article, but do not insult the writer of the article or other commenters.

We reserve the right to moderate or delete comments, without notice, that:

- Are fraudulent, unlawful, threatening, abusive, harassing, libelous, defamatory, obscene, vulgar, offensive, pornographic, profane, sexually explicit or indecent
- Threaten, incite or encourage violence
- Are derogatory of others on the basis of political affiliation, gender, race, ethnicity, national origin, religion, sexual preference or disability or include unwarranted, gratuitous insults of others (including but not limited to the writer, other commenters and community members)
- Constitute or encourage conduct that would violate any local, state, national or international laws

- Violate, plagiarize or infringe the rights of third parties including, copyright, trademark, trade secret, confidentiality, contract, patent, or rights of privacy
- Contain advertising
- Are by commenters who misidentify or misrepresent themselves
- Contain personal information (addresses, phone numbers, etc) about the comment's author or others
- Are off topic.

The Editor in Chief/Executive Producer should thoroughly investigate any comments that may violate the policy and is strongly encouraged to consult with and rely on advice from top student leaders and their advisors before removing any comments.

Take-Down Requests: Prior to publication, each piece of Student Media content undergoes multiple rounds of editing to ensure accuracy and clarity. Alterations to published content are only made by the Editor-in-Chief/Executive Producer in rare cases, following a consideration process between the Editor-in-Chief/Executive Producer and advisors.

When does Student Media alter published content?

Student Media generally considers altering published content in the event of factual inaccuracy, reasonable belief in a potential violation of journalistic responsibility or demonstrable risk of tangible peril to an individual.

In considering requests for content alteration, LMU Student Media adheres to applicable laws and follows the [Code of Ethics of the Society of Professional Journalists](#). Throughout the takedown request process, LMU Student Media is committed to balancing responsible reporting, legal considerations, and the interests of those featured in our content.

How are takedown requests submitted?

Those requesting content removal should contact the Editor-in-Chief/Executive Producer of the publication from which they are requesting content alteration. If we find that the request has merit and move to consider it, additional information will be requested of the complainant via Google Form submission. If the form is provided to the complainant and not submitted, the request will be put on hold.

When disputing the factual accuracy of content, the complainant should provide reasonable proof of its inaccuracy to the Editor-in-Chief/Executive Producer via documentation or other supporting evidence. Additionally, documentation or audio files should be used as supporting evidence for a claim over a disputed quote.

What action will be taken in response to a takedown request?

There are several degrees of response that LMU Student Media may take in response to a takedown request.

- **Redactions/anonymization:** Content may remain published but will be altered to remove names and/or identifying details from those previously named.
- **Full takedown:** Content may be removed in its entirety from the archive of the publication.
- **No action.** In consultation with advisors, the Editor-in-Chief/Executive Producer has determined that no alteration is required.

Takedown requests will be reviewed chronologically by the Editor-in-Chief/Executive Producer. Google Form submissions will be assessed in order of urgency as determined by the Editor-in-Chief/Executive Producer and advisors. Any action taken in response to a takedown request will be accompanied with a clearly displayed Editor's Note, which will account for any alterations made to the content since the time of publication.

If changes are made and/or content is taken down, it should be noted that Student Media has no control over the archives of commercial search engines such as Google.

R. Dress

Department of Student Media staff members are expected to present themselves in appropriate dress while on assignment or while otherwise representing the Department of Student Media. Staff members should avoid any appearance that would allow for the questioning of their judgment, credibility or objectivity.

S. University Property

Any alleged theft or destruction of property belonging to the Department of Student Media or Loyola Marymount University will result in an immediate policy violation investigation and may be referred to the Office of Student Conduct & Community Responsibility. The Department of Student Media reserves the right to bill student accounts for damaged or missing equipment if it is determined the student engaged in willful misconduct.

T. Equipment and Software

Department of Student Media equipment and software may only be used by Student Media staff for approved projects.

In the event that any Department of Student Media equipment is damaged, lost or stolen due to negligence, the party at fault will be responsible for replacing or repairing said equipment as well as subject to potential disciplinary action. In situations when the party at fault refuses to provide compensation, the Department of Student Media can charge costs directly to an individual's student account without consent of the

individual at fault.

U. Financial Approval

As the Department of Student Media's principal, the Associate Director of Student Media must approve all expenditures. The Associate Director of Student Media may designate a Student Media professional staff member to approve expenditures for the area(s).

V. Student Employment Authorizations

The Associate Director of Student Media or the Associate Director of Student Media's designee will create and process employment forms for students to complete. Student Employment Authorization (SEA) forms reference a dollar amount that is the maximum amount a student can earn from the position without reauthorization of the Student Employment Authorization. The amount listed on an SEA should not be confused with the amount a student can potentially earn. Questions about pay should be directed to the Associate Director of Student Media or the Associate Director of Student Media's designee.

W. Distribution

The Loyolan is available online at www.laloyolan.com, through e-newsletter subscription, and via social media outlets. When printed, the Loyolan is distributed at designated drop points on and off campus, as well as by mail subscription. The Loyolan is not required to follow Student Leadership and Development/ASLMU guidelines for creating, posting and distributing media.

ROAR Studios is available via its website (www.watchlistenroar.com), YouTube channel and social media outlets. ROAR Studios is not required to follow Student Leadership and Development/ASLMU guidelines for creating, posting and distributing media.

The Tower yearbook is available for pick-up by undergraduate students at designated times during the academic year. The Tower is not required to follow Student Leadership and Development/Registered Student Organization guidelines for creating, posting and distributing media.

X. Artificial Intelligence (AI) Tools

LMU Student Media supports limited, specific use of artificial intelligence (AI) programs to support student journalism. The below policy outlines what forms of AI support are permitted by LMU Student Media, which are expressly disallowed, and what employees of LMU Student Media should do when new technologies become available.

The goal of any AI usage in LMU Student Media should be in service of the audience. The goal should never be to simply create more content.

Though there are multiple kinds of AI, this policy primarily deals with generative AI. Other kinds of AI, including predictive and prescriptive, are generally not permitted for use. If a case arises where an employee sees value in using another kind of AI to serve the journalism created in LMU Student Media, they will need to formally propose such use to the editor-in-chief or executive producer, who will review the proposal with advisers. No use of AI other than what is outlined in this policy is permitted without express approval of the editor-in-chief or executive

producer and the Associate Director of Student Media or their designee.

The following are approved uses of generative AI in production on work for LMU Student Media that do not require specific permission:

- AI transcription software, such as Otter.AI, is permitted for transcribing interviews. It is the content creator's responsibility to check any AI-transcribed quotes using the original audio to verify the transcription is accurate.
- AI-generated audio players at the top of written articles, generated by Trinity Audio, are automatically created by the Loyolan's content management system. All carry with them a disclaimer stating the following: "The audio version of this article is generated by Trinity Audio using AI narration."

The following are not permitted uses of generative AI in production on work for LMU Student Media, and will not be approved even if permission is requested:

- Use of any Large Language Model (LLM) like ChatGPT to write any content that appears in LMU Student Media work. This includes entire articles, photo captions, social media captions, audio or video scripts, etc. The one written element this does not apply to is headlines; see below for that policy.
- Use of any generative AI tools to create visual content that can otherwise be created through typical work processes. This includes photos, graphic designs, cartoons, videos, etc.

Requests for other uses of generative AI will be evaluated on a case-by-case basis. All requests to use AI for any purposes other than those listed above must be made directly to the editor-in-chief or executive producer and require the approval of the Associate Director of Student Media or their designee. These requests can include, but are not limited to, the following potential uses:

- The use of SEO refinement AI tools to modify headlines to refine existing headlines, not write new headlines.
- The use of AI tools to analyze and summarize complex data. This will only be permitted when the data analysis would allow for a more easily understandable experience for the audience.
- The use of AI tools to analyze and summarize long interviews. These summaries should only be used for organizational and content-planning purposes and should not be published in an audience-facing format.
- The use of AI image generation tools for illustrations and/or design elements to produce something that cannot be generated any other way, but is necessary for the proper illustration of something for the audience.

In any case where the above (or any other use of generative AI beyond transcription and Trinity Audio) is permitted, the use of AI must be declared in a disclaimer published on the same page as the relevant content. The disclaimer must explain what tools were used, as well as how and, if appropriate, why they were used. This must be in the form of

an editor's note, and must be approved by the editor-in-chief or executive producer.

All content produced using AI tools must meet the same editorial standards as all other content produced by LMU Student Media. Any errors or inaccuracies resulting from use of AI tools should be transparently corrected.

Y. Additional Guidelines

In addition to these policies, all student staff members in the Department or Student Media are required to adhere to published, media-specific guidelines for the media area or areas where they work.

IV. PERSONNEL

A. Hiring the Editor in Chief/Executive Producer

The Tower Editor in Chief position is for a one-year term that coincides with the academic year. Applications for the position of Tower Editor in Chief usually will be available in the spring of each year. It is preferred but not required that The Tower yearbook have an Editor in Chief.

The Loyolan Editor in Chief and ROAR Studios Executive Producer positions are for one-year terms that roughly coincide with the calendar year. Applications for the Loyolan Editor in Chief and ROAR Studios Executive Producer positions usually will be available in the fall of each year. It is preferred but not required that ROAR Studios have an Executive Producer. As a rule, the Loyolan should have an Editor in Chief every year.

1. Selecting new Editor in Chief/Executive Producer with the incumbent's participation. This process is followed if the outgoing Editor in Chief/Executive Producer is not on probationary status and is not returning to the position.

- i. Staff members who are not applying for the position have the option to interview applicants and provide a recommendation to the outgoing Editor in Chief/Executive Producer and the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

- ii. The outgoing Editor in Chief/Executive Producer and the Associate Director of Student Media and/or the Associate Director of Student Media's designee interview applicants.

- iii. The outgoing Editor in Chief/General Manager and Associate Director of Student Media and/or the Associate Director of Student Media's designee shall each recommend to the Senior Vice President for Student Affairs ("SVPSA") the person or persons they feel is/are most qualified based on factors including but not limited to the

candidate's application, past involvement, skill and knowledge.

iv. The SVPSA may interview the candidate(s). If the SVPSA approves a recommended candidate, the position is filled and an announcement is made.

v. If the SVPSA does not approve a recommended candidate, the SVPSA may request to interview other candidates. If none of the original applicants for the position receives the SVPSA's approval, the hiring process may be reopened.

vi. The final decision regarding hiring the Editor in Chief/Executive Producer rests with the SVPSA or their designee.

2. Selecting new Editor in Chief/Executive Producer without the incumbent Editor in Chief's/Executive Producer's participation. This process occurs if the incumbent Editor in Chief/Executive Producer is seeking to return to the position or is unable to take part in the process for any reason.

i. The Associate Director of Student Media and/or the Associate Director of Student Media's designee convenes staff members who are not applying for the position in order to appoint a student designee who is not applying for the position to represent the student staff during the process. The Associate Director of Student Media will appoint one student staff member to represent student staff during the process.

ii. Staff members who are not applying for the position have the option to interview applicants and provide a recommendation to the student designee and the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

iii. The student designee and the Director of Student Media and/or the Associate Director of Student Media's designee interview applicants.

iv. The student designee and Associate Director of Student Media and/or the Associate Director of Student Media's designee shall each recommend to the Senior Vice President for Student Affairs ("SVPSA") the person or persons they feel is/are most qualified based on factors including but not limited to the candidate's application, past involvement, skill and knowledge.

v. The SVPSA may interview the candidate(s). If the

SVPSA approves a recommended candidate, the position is filled and an announcement is made.

vi. If the SVPSA does not approve a recommended candidate, the SVPSA may request to interview other candidates. If none of the original applicants for the position receives the SVPSA's approval, the hiring process may be reopened.

vii. The final decision regarding hiring the Editor in Chief/Executive Producer rests with the SVPSA or their designee.

3. If the Editor in Chief/Executive Producer resigns, is dismissed or is otherwise unable to complete their term, the Associate Director of Student Media and/or the Associate Director of Student Media's designee will immediately appoint an interim Editor in Chief/Executive Producer to handle day-to-day duties and responsibilities.

A formal hiring process should be started as soon as possible, preferably within 30 days of the appointment of the interim Editor in Chief/Executive Producer. (See selecting new Editor in Chief/Executive Producer without the incumbent Editor in Chief's/Executive Producer's participation.)

B. Hiring Student Managerial Staff

The Editor in Chief/Executive Producer is primarily responsible for the hiring of student managerial staff for content-related (non-business-related) positions. The Editor in Chief/Executive Producer is strongly encouraged to hire the student managerial staff with enough time in the process to allow the newly hired student managerial staff the opportunity to provide significant and meaningful input in the process of hiring other editorial and content-related staff members. All Department of Student Media staffing decisions must be approved by the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

The Associate Director of Student Media and/or the Associate Director of Student Media's designee are responsible for all hiring related to business, advertising and marketing functions.

C. Hiring Other Staff

Section editors/department managers are primarily responsible for filling out their staffs with responsible, dedicated students who add value to the Department of Student Media. The Editor in Chief/Executive Producer is encouraged to allow section editors and department managers of content-related (non-business-related) areas as much autonomy as possible during the hiring of their staffs. All Department of Student Media staffing decisions must be made in consult with the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

D. Statement of Intent

To provide for appropriate continuity, a statement of intent should be agreed to by newly hired staff members. See media-specific guidelines for specific statements of intent. This statement can be provided electronically via email.

E. Policy Violation Investigations, Probation, Suspension and Termination for Editorial and Content-Related Positions

1. Student staff membership with the Department of Student Media is "at will". The news source, studio or yearbook or the student staff member can terminate the staffing relationship at any time for any reason with or without notice. However, student staff members are encouraged to give at least two weeks' notice when employment is voluntarily ending.

2. In the event of a policy violation investigation for editorial and content-related positions, the Editor in Chief/Executive Producer is encouraged to rely on the advice and input of student managerial staff before determining a course of action. In the event that there is no student Editor in Chief or Executive Producer, the Associate Director of Student Media (or his designee) will assume the responsibility of the Editor in Chief or Executive Producer as it relates to policy violation investigations, probation, suspension and termination for editorial and content-related positions.

3. With the approval of the Associate Director of Student Media and/or the Associate Director of Student Media's designee, the Editor in Chief/Executive Producer can opt to put a student staff member on probation to formally censure a student's work. This allows the censured student to remain on staff while he or she takes corrective action. However, such probation is optional at the discretion of the Editor in Chief/Executive Producer and approval of the Associate Director of Student Media and/or the Associate Director of Student Media's designee. At the completion of the probationary period, the Editor in Chief/Executive Producer (with the approval of the Associate Director of Student Media and/or the Associate Director of Student Media's designee) will determine further action, which can include but is not limited to reinstatement, suspension or termination. Probation is not a prerequisite to suspension or termination if it is determined that a student's actions are in violation of these policies.

4. With the approval of the Associate Director of Student Media and/or the Associate Director of Student Media's designee, the Editor in Chief/Executive Producer can opt to suspend a student staff member for a fixed period of time during which that student is not allowed to work in Student Media in any capacity. Suspensions can be either paid or

unpaid, and may include specific steps that the suspended student must accomplish to be reinstated. At the completion of the suspension period, the Editor in Chief/Executive Producer (with the approval of the Associate Director of Student Media and/or the Associate Director of Student Media's designee) will determine further action, which can include but is not limited to probation, reinstatement or termination. Suspension is not a prerequisite to termination if it is determined that a student's actions are in violation of these policies.

5. While staff member violations should be judged in context and on a case-by-case basis, there are several policy violations that likely will result in termination, including but not limited to: plagiarism; fabrication; copyright violation; conflict of interest; consistent absence from staff meetings with or without notice; presenting one's self or one's work in a manner that reflects adversely on the credibility of the Department of Student Media; violations of the university's Student Conduct Code (including sexual and racial harassment policies); and theft or willful destruction of Loyola Marymount University property.

6. If a staff member wishes to appeal their probation or suspension, they may request a meeting with the Associate Director of Student Media. This request must be made to the Associate Director of Student Media within five business days of the staff member's probation or suspension. The final decision regarding the appeal rests with the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

7. If a staff member wishes to appeal their termination, he or she may request the formation of a student managerial staff panel to consider an appeal. This request must be made to the Associate Director of Student Media within 14 days of the staff member's termination.

The Associate Director of Student Media (or the Associate Director of Student Media's designee) will convene a panel that shall consist of no fewer than two and no more than five student managerial staff members from other media within the Department of Student Media. (For example, if a staff member is appealing termination from the Los Angeles Loyolan, the panel will be comprised of student managerial staff of the ROAR Studios and The Tower yearbook.)

The panel will hear from the complainant and the Editor in Chief/Executive Producer responsible for the job action separately. The panel will discuss the situation outside of the complainant's and Editor in Chief/Executive Producer's presence. The panel will make a formal recommendation for action to the Associate Director of Student Media and/or the Associate Director of Student Media's designee.

The final decision regarding the appeal rests with the Associate Director of Student of Media and/or the Associate Director of Student Media's designee.

F. Policy Violation Investigations, Probation and Termination for Business, Advertising and Marketing Positions (Non-Editorial and Non-Content-Related Positions)

1. Student staff membership with the Department of Student Media is "at will". The news source, studio or yearbook or the student staff member can terminate the staffing relationship at any time for any reason with or without notice. However, student staff members are encouraged to give at least two weeks' notice when employment is voluntarily ending.
2. In the event of a policy violation investigation for business, advertising and marketing positions (non-editorial and non-content-related positions), the Associate Director of Student Media and/or the Associate Director of Student Media's designee are encouraged to rely on the advice and input of student managerial staff before determining a course of action.
3. The Associate Director of Student Media and/or the Associate Director of Student Media's designee can opt to put a student staff member on probation to formally censure a student's work. This allows the censured student to remain on staff while he or she takes corrective action. However, such probation is optional at the discretion of the Associate Director of Student Media and/or the Associate Director of Student Media's designee. At the completion of the probationary period, the Associate Director of Student Media and/or the Associate Director of Student Media's designee will determine further action, which can include but is not limited to reinstatement, suspension or termination. Probation is not a prerequisite to suspension or termination if it is determined that a student's actions are in violation of these policies.
4. The Associate Director of Student Media and/or the Associate Director of Student Media's designee can opt to suspend a student staff member for a fixed period of time during which that student is not allowed to work in Student Media in any capacity. Suspensions can be either paid or unpaid, and may include specific steps that the suspended student must accomplish to be reinstated. At the completion of the suspension period, the Associate Director of Student Media and/or the Associate Director of Student Media's designee will determine further action, which can include but is not limited to probation, reinstatement or termination. Suspension is not a prerequisite to termination if it is determined that a student's actions are in violation of these policies.
5. While staff member violations should be judged in

context and on a case-by-case basis, there are several policy violations that likely will result in termination, including but not limited to: plagiarism; fabrication; copyright violation; conflict of interest; consistent absence from staff meetings with or without notice; presenting one's self or one's work in a manner that reflects adversely on the credibility of the Department of Student Media; violations of the university's Student Conduct Code (including sexual and racial harassment policies); and theft or willful destruction of Loyola Marymount University property.

6. If a staff member wishes to appeal their probation or suspension, they may request a meeting with the Associate Director of Student Media. This request must be made to the Associate Director of Student Media within five business days of the staff member's probation or suspension. The final decision regarding the appeal rests with the Director of Student of Media and/or the Associate Director of Student Media's designee.

7. If a staff member wishes to appeal their termination, they may request the formation of a student managerial staff panel to consider an appeal. This request must be made to the Associate Director of Student Media within 14 days of the staff member's probation or termination.

The Associate Director of Student Media or the Associate Director of Student Media's designee will convene a panel that shall consist of no fewer than two and no more than five student managerial staff members from other media within the Department of Student Media. (For example, if a staff member is appealing termination from the Los Angeles Loyolan, the panel will be comprised of student managerial staff of the ROAR Studios and The Tower yearbook.)

The panel will hear separately from the complainant and the Associate Director of Student Media or the Associate Director of Student Media's designee (whomever is directly involved in the job action). The panel will discuss the situation outside of the complainant's and advisor's presence. The panel will make a formal recommendation for action to the Associate Director of Student Media.

The final decision regarding the appeal rests with the Director of Student of Media and/or the Associate Director of Student Media's designee.

G. Probation, Suspension and Termination of the Editor in Chief (Los Angeles Loyolan/The Tower yearbook) or Executive Producer (ROAR Studios)

1. If it is alleged that the Editor in Chief of either the Los Angeles Loyolan or The Tower or the Executive Producer of ROAR Studios is in violation of university policies (including those regarding Academic or Conduct and Community Responsibility) and/or Department of Student

Media policies and/or media-specific operating guidelines, the Associate Director of Student Media (or their designee) will thoroughly assess the situation during an evaluation period.

2. Additionally, if the Associate Director of Student Media (or the Associate Director of Student Media's designee) is provided information that the Editor in Chief of either the Los Angeles Loyolan or The Tower or the Executive Producer of ROAR Studios is incapable of serving as the media outlet's top student leader for any reason, the Associate Director of Student Media will thoroughly evaluate the situation during an evaluation period.

3. At the conclusion of the evaluation period, the Associate Director of Student Media will recommend a remedy to the situation to the Senior Vice President for Student Affairs (or the Senior Vice President for Student Affairs' designee) to review.

4. The Senior Vice President for Student Affairs (or the Senior Vice President for Student Affairs' designee) will determine any disciplinary action, up to and including probation, suspension or termination.