

Guidelines for submitting items for inclusion in the Faculty-Staff newsletter:

Purpose: The faculty-staff newsletter is intended to highlight awards, honors and accomplishments of faculty, staff and students across all areas of the College. Occasionally we will use this to highlight alumni as well. It is important for all faculty and staff members to know what is being recognized and honored across the whole range of the College's disciplines; the newsletter also goes to key campus and university constituents, and is a vehicle for informing our peers and colleagues about these accomplishments. We receive many submissions for each newsletter and we do our best to include everything that is appropriate, but we might sometimes inadvertently overlook submissions. Our practice is to include overlooked items in the next newsletter.

A few general guidelines:

- The newsletter is published on or around the first Friday of every month from September through April. Submissions should be in **at least a week** before the publication date.
- If you are submitting an item for yourself or on behalf of others, **all** individuals must be identified with: full name; title or status (e.g. "Assistant Professor" or "undergraduate student"); all department and program affiliations
- Please check previous newsletters to make sure that the item you are submitting has not already been published
- Faculty members are requested **not** to simply submit the same information that they include in their faculty summary reports

College news section:

- If IU has put out a news release on you/your award/your discovery/your research or creative activity, you do **not** need to submit this – we comb through the IU news releases to determine what to include in this section
- Please feel free to send links to news articles, columns or blogs that either mention you or that you have written. You can also post these to the College's [Facebook page](#) at any time. (Hint: If you don't have a [Google alert](#) set for yourself, now is a good time to do so. You can find a great deal of information this way.)

BOOK NOOK: new publications and book awards

- For inclusion, the book must be published, not forthcoming
- Please include a link to an image of the book's cover
- For book awards, please forward the complete original citation or link to the awarding body's online announcement

Student News: awards and honors garnered by our undergraduate and graduate students. These can be internal or external awards.

- Please ensure that you have the student's permission to publicize their achievement
- Please provide the student's full name and all their majors (certificates and minors, if known)
- Please do not send information about award nominees – only award recipients
- If you have photos, please send them in digital format only. If the file is large, please upload it to [Slashtmp](#) and send in the web address with the rest of the information.

Staff News: awards and honors garnered by professional and support staff. These can be internal or external awards.

- Please provide the staff member's full name and title
- Please do not send information about award nominees – only award recipients
- If you have photos, please send them in digital format only. If the file is large, please upload it to [Slashtmp](#) and send in the web address with the rest of the information.

Events: e.g. reunions, check presentations, competitions, etc.

- Please include photos!

Alumni news:

- Please feel free to send links to news articles, columns or blogs that cover alumni news. We encourage you to post these to the College's [Facebook page](#) at any time.
- Alumni news should include the person's full name, reason for being honored or acknowledged; degree earned, year of graduation, current city and state, and job title.
- Please include a photo or a link to an online photo