



The New University Constitution 2025-26

Preamble

Purpose and Mission Statement

The New University is UC Irvine’s official campus newspaper. We provide timely, relevant coverage of the UCI community and topics that affect our community members.

Through our regular online coverage and scheduled print papers, we strive to inform, start discussions between, and connect students, faculty, and the broader OC area. As student journalists, we have the unique position of being directly impacted by every single decision made within the university. The New University Staff has the same stakes as our readers, and we are dedicated to sharing the truth with our peers.

The dedication of our voluntary undergraduate staff, from interns to editors, is unparalleled. We constantly strive to highlight the voices of our student body. We are also committed to cultivating a diverse and inclusive environment within our publication and throughout the broader university community.

History

New University is an award-winning college newspaper that was first released on Sept. 23, 1968. First named the Spectrum (later the Spectre, the Tongue and the Anthill), New University was originally published by the Associated Students of UCI (ASUCI) and was filled primarily with activist editorials typical of that era. After it broke away from ASUCI, New University was overseen by the Office of the Vice Chancellor — Student Affairs for several years, and then became a sub-department of Student Government Student Media’s (SGSM) Student Media wing in 2010. New University began covering campus activities, student government and administrative issues in a more traditional journalistic style.

In 2013, New University faced a funding crisis in which it would have faced print publication for only one more year, despite cuts in many areas over the years. It developed the “Measure U” referendum, a proposed fee increase of 99 cents a quarter for fall, winter, and spring quarters, on all undergraduate students, starting Fall 2013 and ending Spring 2018. The referendum was placed on the ballot and was eventually passed in Spring 2013.

The “Measure U” fee expired in 2018, after which the New University halted print publication indefinitely. After years as a digital-only publication, the paper moved to a

quarterly print edition during the 2022-23 school year. Despite numerous attempts at renewing a student fee for the New University, the publication has been unable to get referendums passed.

New University attempted to become an independent news publication called The Antreader on June 7, 2023. This idea was born from the 2022-2023 Executive team and did not obtain full support from the staff. Despite this, New University transitioned all operations to the independent publication for almost a year. In the spring of the 2023-2024 school year, The Antreader failed and New University began operating under normal circumstances again.

The Present

Students are in full control of the editorial content of the New University. They write and edit the articles; they take the photos and create the graphics; they design and layout the print edition and transmit each completed issue electronically to the printer.

This Constitution, which includes all vital information for New University, is intended to preserve the quality and integrity of New University. These documents must be adhered to until they are modified, the process of which can be found within the body of this text.

Skylar Paxton

2025-26 Editor in Chief

Kaelyn Kwon

2025-26 Managing Editor

Annia Pallares Zur Nieden

2025-26 Managing Editor

Laiyla Santillan, former 2024-25 Editor in Chief, Jacob Ramos and Trista Lara, former 2024-25 Managing Editors, contributed to the creation and the rework of the 2024-2025 New University Constitution.

Policies and Procedures

Introduction

These policies and procedures are to be passed down each year from the Editor in Chief and Managing Editors to their successors, as well as the rest of the Editorial Board. These policies govern essential functions of the publication, and are to be adhered to without exception. When circumstances warrant, the Editorial Staff may change these policies. However, such amendments to this constitution must be passed by a two-thirds ($\frac{2}{3}$) vote of the Editorial Staff present in the newsroom during production where the votes will take place.

This document addressed problems that have arisen in the past as well as changes to the way in which the paper has functioned throughout the years. Its policies are meant to fully reflect and govern the publication in its modern iteration (2025-2026) and these policies will continue to govern the publication in this fashion until these policies are changed. We hope that this document will provide clarification for all members of New University when and if any unexpected issues arise.

This document will be publicly available for all on our website and in the newsroom.

Attendance & Absences

Attendance for all New University staff is ***mandatory***. Staff and Interns are required to attend all pitch meetings; if they are unable to attend, they must communicate this to their Section Editors. Editors and Apprentices must attend every pitch and production meeting.

Anticipated absences from pitch and production meetings for Editors and Apprentices should be reported to their respective Section Editor. Editors should then report absences to the Editor in Chief and/or the Managing Editors. A staff member's failure to notify the appropriate editors upon immediate knowledge of an absence may be counted against the staff member. Interns and editors/ Editorial Staff members may be terminated if they accumulate three unexcused absences in one quarter. Absences reset each quarter.

Accuracy

As a news publication, the New University strives for 100% accuracy. In keeping with this goal, the New University requires all statements of fact not considered common knowledge to be attributed to a knowledgeable, qualified and appropriate source. All quotes are to be run verbatim as recorded by the reporter (unless edited for clarity), and all facts are to be verified before publication.

Artificial Intelligence

New University has a zero AI use policy. Any articles that are under suspicion of being a work of AI will be put through a reputable AI detector. If any AI is detected, the staff member will be immediately terminated.

All written works must be written in the same Google Doc. Section and copy editors will check the history of the document to see if any large blocks of text has been copied and pasted, as if the written work was taken from another source and put into the document. If a writer's history shows that a majority of their work was copied and pasted into the document, the piece will be under suspicion of being a work of AI and the Exec team must be immediately notified.

Anonymous Sources

Anonymous sources should be used rarely, if at all. Writers should inform their section editor if an article requires an anonymous source, and the Editor in Chief or Managing Editors must be made aware of the identity of the source when possible. The reason for a source's anonymity should be explained as fully as possible, as long as it does not detract from the article's content. Anonymous sources should not be used if another, identifiable source is able to provide the same information.

Authorship and Article Removal

New University writers take full responsibility for the articles they write. They must be made aware that the articles they write can follow them for the rest of their lives and could be a permanent fixture of their digital footprint. Once an article has gone through the editing process and is published, the article can be removed via a majority vote of the executive team under special circumstances.

Budget

While the New University does not have a set, constant budget, it does have a reserve fund from which it pulls from in order to carry out its essential duties as a news

publication. This fund is managed by the Financial Chief of Operations in conjunction with the Editor in Chief, Managing Editor(s) and Student Government Student Media (SGSM).

Conflicts of Interest

Editors are cautioned against accepting high-ranking positions in outside organizations, lest they cause a conflict of interest between their journalistic judgment and their responsibilities and interests with outside organizations. Editors who feel they have a personal interest that interferes with their judgment should consult with the Editor in Chief, who will decide on a solution.

The New University cautions against writers or photographers reporting on a story in which they have a personal interest because they may fall under pressure to write the story with a favorable slant or suffer retribution if articles are deemed unfair by organizations or persons involved.

Writers and photographers who feel that they may have a conflict of interest should consult with their supervising editor, who will, in turn, consult with the Managing Editor(s) and the Editor in Chief to decide on a solution. Section editors who feel that writers may have a personal interest in a story should consult with the writer, then with the Managing Editor(s) and the Editor in Chief.

Generally, if a writer is a current member of an organization, then they should not write an article on that organization. Articles written for the Opinion section are allowed some leeway for this rule. For Opinion articles, the Editor in Chief, in collaboration with the Opinion Editor, should decide whether or not it is relevant to name titles when a writer from an organization writes about an issue involving his or her organization.

Involvement in ASUCI and UCI in the News by any New University staff or editorial board member is discouraged. Members in any of those organizations are prohibited from working on any stories about ASUCI or UCI as a whole.

Constitution and Bylaws

At least one copy of this document must be made available in the New University newsroom at all times. Starting with the ratification of this document in the 2025-26 school year, an official, ratified copy of this document, complete with the signatures of the 2025-26 Editorial Board, will be kept in a Blue Five Star brand Hybrid Notebook/Binder. All draft copies of this document will also be kept in this folder. Other important documents can be found in this folder as well.

Constitutional Amendments

Amendments to the New University Constitution may be proposed by any Editorial Board member and must be ratified by a two-thirds ($\frac{2}{3}$) majority vote by New University's Editorial Staff present in the newsroom during production where the votes will take place .

Copyright

Material published by the New University becomes the copyright of the New University. Rights to reproduce or use published material must be obtained from the Editor in Chief.

Requests for reproduction of such material should be reviewed on a case-by-case basis. Non-media sources, typically outside of universities, should be charged \$25 per material, usually articles.

When it comes to taking photos from the internet or social media for articles, images must always come from public domain sites. It is the responsibility of the writer to find an image for their article and every image should be checked by their respective editor. Editors must check that each image comes from public domain sites. Images solely taken from social media and the internet are unacceptable.

Reproduction of such material should have proper credits, such as "Peter Anteaater / New University."

Photographs taken by members of the New University photography team are bound by the rules of the "New University Photo & Graphic Team License Agreement." This agreement denotes that the New University is allowed to publish a photographer's photographs in the scheduled print and weekly web versions of the publication. The photographer retains personal copyright over the digital photographs. The following terms are also clarified in the document:

1. The New University must credit each photo to the proper photographer/artist, whenever the photograph is published as a first-time, original work.
2. The New University may use a photographer/artist's work in any print/web versions in accordance with the other guidelines of the "New University Photo & Graphic Team License Agreement" including commercial or non-commercial purposes — original work or alterations thereof.
3. Photographs/Graphics may be published at any size and alteration in the print

version, and no bigger than 1,000 pixels in any direction in the web version.

4. Whenever photographs have been taken while on assignment for the New University, photographers must delay publishing rights to other media companies, academic or commercial entities until after the following issue of the New University has been published. Non-commercial platforms, academic entities, personal websites, etc. are not bound by this agreement.

Corrections

Corrections are printed in the New University to rectify factual errors, such as misspelled names, incorrect dates or other inaccurate information. Corrections are to be made immediately online on the New University website and must be accompanied with an Editor's Note explaining the changes at the bottom of the article. Explanatory Editor's Notes should be put at the top of an article.

Deadlines

In order to ensure the writing, editing, and publication process runs smoothly, deadlines can and will be enforced. All staff members, including Interns and Editorial Staff members can face disciplinary action if repeated violations of deadlines severely hinder their work performance. Deadlines vary per section. They are listed below:

1. Warning
2. Meeting with section editor(s)
3. Meeting with the executive team
4. Suspension
5. Termination

Editing

Articles should be edited by section editors and/or apprentices, and edits reviewed with writers before publication whenever possible. Writers not only improve after seeing their stories corrected, but editors can be corrected if they misinterpret a writer's words. Editors should have their writers' main contact method handy in case a story needs to be clarified or updated. Once an article is edited by a section's editors, it is sent to the Copy Team, who divide the second round of editing and ensure that the article is properly fact-checked and meets all AP and New University style requirements, among other things. The articles are then sent to the Editor in Chief and Managing Editor(s), who complete a brief, final check on the article, and then send it back to the section for publication.

All edits must be accepted by writers. In no situation must a writer reject an edit before gaining approval from whoever made the edit, whether it be a section editor, copy editor, or executive editor.

Articles **must** go through all three stages of editing in order to be published. Guest articles must go through the section to which it was submitted and/or fits in the most, and must go through copy and executive edits before it is published.

In most situations, section editors have the final say over the content of their sections. If there are any disputes between section and copy the authority should be given to executive editors. The nature of their override must be explained in as much detail as possible to the editor and writer.

In extremely time-sensitive situations, all stages of the editing process can be fast-tracked without writer approval. However, section, copy, and executive editors reserve the right to make and instantly accept edits if an article must be fast-tracked to be published within the day or the next day.

Editorial Board

The New University Editorial Board is the governing body of the New University. With the Editor in Chief and Managing Editors at its head, the rest of the board manages and runs their respective sections in conjunction with the executive editors. The Editorial Board meets weekly in the New University Newsroom at 12:30 p.m. on Mondays.

The executive team, Copy Chief, A&E Editor and Opinion Editor must be members of the Editorial Board.

Any New University member starting their fourth year (Senior Staff) with the newspaper will be offered a position on the Editorial Board. Senior Staff who do not attend three meetings or uphold Editorial Board responsibilities can be removed from the Editorial Board by a vote among the remaining members.

Editorial Staff

The Editorial Staff is defined as all written and visual section editors and managers. Interns and Apprentices are not members of the Editorial Staff.

After selecting the Managing Editors, the incoming Editor in Chief shall open Editorial Staff applications. The application should close by the end of Week 5 of spring quarter.

Interviews will take place the following week, and the entire staff should be selected by the Editor in Chief and Managing Editors by the start of Week 7 of spring quarter.

Editor in Chief, Election

The New University Editor in Chief is elected by the Editorial Staff. Interns and Apprentices are not eligible to vote in Editor in Chief elections. During weeks 6-7 of the winter quarter, the incumbent Editor in Chief will open the applications for the next year's Editor in Chief and Managing Editor(s). A draft of this form can be found in the Executive Shared Folder that is only available to the Editor in Chief and Managing Editors. The application form should close at 11:59 p.m. on Friday of Week 7.

Any UCI undergraduate student may run to be Editor in Chief.

The Editor in Chief should open a question submission form, opened immediately after the closure of the Editor in Chief application form. While it should preferably be opened immediately in order to give all editors and apprentices ample time to submit their questions, it must be opened by Saturday immediately preceding Week 8. This form will close at 11:59 pm on Sunday immediately preceding Week 8.

The first day of Week 8, which should be a Monday, will be the date of the debate. The election will be held in place of that week's pitch meeting — all pitch meeting functions will be carried out by individual sections through a method of their own choosing. Attendance at this meeting is mandatory for all editors and apprentices. The debate will be moderated by the highest-ranking member of the Editorial Board not running for Editor in Chief. Each candidate will have two (2) minutes for opening statements, followed by questions asked by the moderator, for which they will have a minute to respond. Each candidate will be allotted 30 seconds to issue rebuttals, if requested, after a statement by another candidate.

In the event that there is only one candidate for Editor in Chief, the debate will be held as a Q&A forum. Regardless of whether a debate or Q&A forum is held, the candidate(s) will be asked to leave the room after the event is over. The Editorial Board will then enter discussions about the debate/forum, in which they will be able to discuss the events that occurred and make their cases, should they wish, about who the board should select. After this discussion has concluded, the Editor in Chief should open the voting form, which should be sent to the UCI domain emails of all Editors.. The form will be open until 11:59 p.m. Pacific Time on the same day. Votes should be tallied immediately after the closure of the forum, and the announcement of who has been elected Editor in Chief should be made via Slack to all New U Staff.

There are no term limits for the position of Editor in Chief. Should the incumbent Editor in Chief be reapplying, they must recuse themselves from all election operating duties and delegate them to the senior-most or graduating Managing Editor. If the Managing Editor is also running, they must delegate the election operating procedures to the senior-most Editorial Staff member.

The election timelines for Editor in Chief and Managing Editor can be altered after a vote from Editorial Staff and approval from pro-staff.

Editor in Chief, Removal

The New University Editor in Chief is elected by the Editorial Staff.

To begin the process of removing the Editor in Chief, Editorial Staff members with a grievance must write a letter enumerating the reasons behind their complaint. It must be signed by at least five (5) members of the Editorial Staff and presented to both Managing Editors, who have some discretion to dismiss the complaint if it is unfounded. Unfounded reasons, for the most part, will be based on personal dislike for the Editor in Chief. The Managing Editors, upon approval of the complaint, must immediately inform the Editor in Chief.

A removal hearing will be scheduled within the next week — the Managing Editors will inform the Editor in Chief of the hearing as well as the date and time. Attendance is required for all Editorial Board members and the Editor in Chief. The Managing Editors will preside over this meeting, and all Editorial Board members will be allowed to speak for up to five (5) minutes. The Editor in Chief will also be able to speak for five (5) minutes. Once all speakers have concluded, the Managing Editors will call for a vote by secret ballot on whether or not to remove the Editor in Chief. In order for a vote to pass, a two-thirds ($\frac{2}{3}$) majority of the Editorial Board must vote to remove the Editor in Chief. The Managing Editors will count the votes in the presence of up to two (2) board members selected by those who brought the initial complaint. If the vote fails, the Editor in Chief will not be removed and the matter will be closed. If the vote passes, the Editor in Chief will be removed from office immediately, and the senior-most Managing Editor will assume the position of interim Editor in Chief until a replacement is elected. The procedures of electing a new Editor in Chief are detailed in the next section **Editor in Chief, Replacement**.

While impeachment processes are underway, the senior-most Managing Editor will serve as the interim Editor in Chief.

Editor in Chief, Replacement

The election for a new Editor in Chief should take place within one (1) week of when the Editor in Chief resigns, is removed from office or when no one applies for the Editor in Chief applications in the winter quarter. Any undergraduate UCI student may run for the position of Editor in Chief.

Immediately following the resignation or removal of an Editor in Chief, the interim Editor in Chief shall follow the same election procedures detailed on at **Editor in Chief, Election**. The only difference is that this process must be carried out at a quicker pace than normally scheduled elections.

The interim Editor in Chief will open an application form for a Special Editor in Chief election. Those who wish to declare their candidacy will have one week to apply. The Q&A form will be open immediately after the candidacy form closes, and those wishing to submit questions will have three (3) days to submit their questions. The election will take place on the following Monday during pitch, and must be attended by the entire Editorial Board. The debate/forum format is the same as in **Editor in Chief, Election**. Immediately following the debate/forum and the following discussion, votes will be taken immediately and in-person. The interim Editor in Chief will tally votes with assistance from two (2) other board members. The results will be announced immediately, and the new Editor in Chief will assume the position immediately. The interim Editor in Chief will resume the duties of the position(s) they held prior.

Event Calendar

The New University regularly has various events each year in order to ensure the continuing quality and improvement of the New University. Events are held if the budget allows and are organized by the Editor in Chief and Managing Editors. Social events are not included in this section.

The following events are required:

1. **New University Summer Editor Training:** This bi-weekly training is mandatory for all incoming editors. The training should begin mid-June so operations can continue into the summer as seamlessly as possible. It allows them to meet one another as well as be familiarized with their work and what will be expected of them. There will be a transition period during the week in between the last week of school and the first week of summer. Operations are expected to continue, though potentially at a declined speed.

2. **New University Fall Recruitment:** This recruitment event is to be held through a booth at the Anteater Involvement Fair (AIF). The AIF is usually held during the first few days of fall quarter, dubbed “Welcome Week.” While this event is in-person, applications for the fall quarter must be sent out during the summer, prior to the start of fall quarter
3. **New University Editor in Chief Elections:** See **Editor in Chief, Election.**

Other events may occur if the Editorial Staff decides so.

Termination

The Editor in Chief may terminate any staff member with just cause. Termination is recommended only after honest, two-way communication has failed and there is substantial proof that dismissal is necessary for the improvement of the newspaper.

Section Editors who have concerns about staff members should bring their concerns to the Editor in Chief and Managing Editor(s) as soon as possible. Section Editors may terminate interns or staff members in their section following a conversation about said staff member with the Editor in Chief and Managing Editor(s) and the following procedures below.

To ensure that all terminations are just, the Editor in Chief and Managing Editor should meet at least once with the staff member being considered for termination prior to their termination. At this meeting the staff member should be informed beyond a shadow of a doubt that termination is being considered. Before the staff member is terminated, they should be given a reasonable timeframe to improve as decided by the Editor in Chief and the Managing Editor. The Editor in Chief and Managing Editor are also encouraged to have follow-up meetings with the staff member to check their progress and to see if they still wish to terminate them, issue a less severe disciplinary action, or take no action.

If anyone calls into question whether or not the termination is just, then an Executive team vote must be done to uphold the decision.

Although the Editor in Chief has final approval on all hirings and terminations, immediate termination should only be reserved for extreme circumstances, such as an employee who has been caught plagiarizing or fabricating an article, has exhibited abusive and/or harassing behavior to other New University staff, etc. Any potential termination will be consulted with SGSM professional staff, in case further reporting to the University is required by policy based on the behavior.

Internal Disputes

Internal disputes can be divided into two (2) categories:

1. Disputes that directly pertain to professional and business matters of New University
2. Personal disputes that do not pertain to New University at all

Internal disputes between staff members should ideally be settled by honest, face-to-face communication between the involved parties. If communication fails, disputes should be taken to the Editor in Chief and Managing Editor(s). The Editor in Chief and Managing Editor(s) will use their discretion in seeking to resolve the issue. In the case of extreme situations, the Editor in Chief, after consultation with all involved parties and the Managing Editors, can pursue disciplinary action.

Disputes between members of the staff that do not pertain to any professional or business matters of the New University should be settled between the involved parties outside of the New University. Any staff members, including those of the involved parties, who believe that the dispute is affecting professional and business matters of the New University, should approach the Managing Editor(s) and the Editor in Chief. The Editor in Chief and Managing Editors will use their discretion in seeking to resolve the issue. In the case of extreme situations, the Editor in Chief, after consultation with all involved parties and the Managing Editors, can pursue disciplinary action.

Staff members should approach the Editor in Chief and/or Managing Editors in any case where they feel any form of dispute involving themselves or other staff members is affecting themselves and/or the professional and business matters of the New University.

Managing Editor, Election

The current Managing Editor(s) will host the Managing Editor elections on the Monday of week 9, following the Editor in Chief election set to occur the Monday of week 8 in the winter quarter. The application for Managing Editor will open at the same time as Editor in Chief applications, which will be from weeks 6 to 7. Only Editorial Staff can vote for Managing Editor.

Any UCI student can apply for both Managing Editor and Editor in Chief applications.

Up to two Managing Editors may be selected. In the instance that there are multiple applicants, the two applicants with the most votes will be the Managing Editors. If there is only one applicant, the application may be reopened and another vote held at the discretion of the Editor in Chief and new Managing Editor.

The Editor in Chief should open a question submission form, opened immediately after the closure of the Managing Editor application form. While it should preferably be opened immediately in order to give all editors and apprentices ample time to submit their questions, it must be opened by Sunday immediately preceding Week 9. This form will close at 11:59 pm on Sunday immediately preceding Week 9.

The first day of Week 9, which should be a Monday, will be the date of the debate. The election will be held in place of that week's pitch meeting — all pitch meeting functions will be carried out by individual sections through a method of their own choosing. Attendance at this meeting is mandatory for all editors and apprentices. The debate will be moderated by the Managing Editor(s). Each candidate will have two (2) minutes for opening statements, followed by questions asked by the moderator, for which they will have a minute to respond. Each candidate will be allotted 30 seconds to issue rebuttals, if requested, after a statement by another candidate.

In the event that there is only one candidate for Managing Editor, the debate will be held as a Q&A forum. Regardless of whether a debate or Q&A forum is held, the candidate(s) will be asked to leave the room after the event is over. The Editorial Staff will then enter discussions about the debate/forum, in which they will be able to discuss the events that occurred and make their cases, should they wish, about who the staff should select. After this discussion has concluded, the Editor in Chief should open the voting form, which should be sent to the UCI domain emails of all Editors. and Apprentices. The form will be open until 11:59 p.m. Pacific Time on the same day. Votes should be tallied immediately after the closure of the forum, and the announcement of who has been elected Managing Editor(s) should be made via Slack email to all New U Staff.

There are no term limits for the position of Managing Editor. Should the incumbent Managing Editor be reapplying, they must recuse themselves from all election operating duties and delegate them to the other graduating or departing Managing Editor. If all Managing Editors are running, they must delegate the election operating procedures to the senior-most Editorial Staff member.

Both the incoming Editor in Chief and Managing Editors must take the spring quarter to train and learn their respective new positions with the current Executive Editors. . The incoming Editor in Chief and Managing Editors must open Editorial Staff Applications

in the spring quarter. The new Editorial Staff for the next school year must be selected by the incoming Executive Editors by the end of the spring quarter. (see **Editorial Board** and **Editorial Staff**).

Newsroom Materials & Equipment

Materials and equipment in the New University newsroom are for use by staff members. Materials may be borrowed and removed, except the New University archives (which are never to be removed), from the office by consent of the Editor in Chief or Managing Editor. The borrower must replace lost or damaged materials.

Off-the-Record Statements

Information given “off the record” should be accepted sparingly. Off-the-record statements are for background or insight, not for use in publication.

Photography, Accurate Representation

All photos must be accurate representations of the situations portrayed. The staging of certain feature photographs is allowed.

Pitch Meetings

Pitch Meetings are to be held weekly on Mondays. Pitch Meetings are to be a space for ideas and pitches to fluctuate along with staff training. Pitch Meetings must be as concise as possible within the one-hour time slot provided. All members of New University must attend Pitch Meetings.

Plagiarism

Plagiarism, the passing off of another person’s work or ideas as one’s own, is not acceptable. Any staff member found guilty of plagiarism faces the possibility of immediate dismissal.

Press Passes

New University press passes are stored in the newsroom and should be distributed to those in need of one whenever necessary. Any staff member who needs a press pass must make it known to their section editor, who fills out the New U Equipment Sign Out Spreadsheet and distributes the press pass

Press passes are for official New University business only. Staff members found using press passes for matters other than official business may be subject to discipline. Abuse of press passes for personal privilege or gain is grounds for dismissal. Press passes are to be returned to the newsroom and signed back in after usage.

Production Meetings

Production meetings are to be held weekly on Mondays before pitch meetings. Production meetings are a space for Editorial Staff to discuss and vote on procedures and operations. During the summer, production meetings are held biweekly and are a space for the Executive Board to train new editors in addition to votes and discussions on operations.

Public Relations

The Editor in Chief is the only official spokesperson for the New University on all editorial matters, but they may designate someone else to represent the New University at public functions if necessary. No staff member may speak on behalf of the New University without prior consent of the Editor in Chief.

The Financial Chief of Operations is the official spokesperson for all business matters, but may not speak on behalf of the New University's business functions without prior approval from the Editor in Chief.

Reimbursements

Reimbursements for expenses incurred in official work will be made only if the Editor in Chief approved the purchase in advance. SGSMS has the final financial authority for any reimbursement.

Section Meetings

Section meetings (office hours) may be held at the discretion of section editors, who will determine the date and time of these meetings and what topics will be covered. These meetings must not overlap with other New University business.

Travel Expenses

Travel expenses should be handled on a case-by-case basis, depending on budget allowances. The final say on travel expenses is decided by the Editor in Chief, Managing Editor, Financial Chief of Operations and Student Media Advisor.

Website

All editors should be familiar with how to post and edit articles on the website, in case corrections need to be made to any article during the week. The Photo Editor is responsible for the photographs that appear on the website. Photos and graphics should have alt text. Graphics and social media posts should follow ADA accessibility guidelines.

Sections Bylaws and Expectations

The New University is divided into eleven (11) sections, not including the Executive Editors. The duties and responsibilities of each section varies, as content is different among each one. Below is a rundown of each section and what they do with the New University.

Executive Editors

Editor In Chief

The Editor in Chief (EIC) is responsible for making sure that New University is running smoothly as a whole, overseeing every aspect of the paper from intern hiring to publication and distribution. The EIC works closely with the Editorial Board and SGSM professional staff and should also be approachable for interns and newspaper staff. In addition, the EIC is responsible for the internal operations of the paper such as working closely with professional staff and the business manager regarding the budget and funding of the paper, organizing print operations, leading print layout and more.

Major Responsibilities

1. Exec edits articles alongside Managing Editor(s).
2. Represents the New University in all professional aspects.
3. Manages the website and updates it regularly as needed.
4. Enforces the paper's policy and procedures via the Constitution, including deadlines and style.
5. Ensures sections are running smoothly and addresses any conflicts or problems that may arise.
6. Runs production, pitch and Ed Board meetings.
7. Makes necessary requests to pro-staff and SGSM for any New University payments needed for operations.
8. Actively communicates with the Editorial Staff and Board.
9. Leads layout and organizes print operations.

10. Approves reimbursements and other financial actions.
11. Works closely with the business manager to manage the paper's finances.

Managing Editor(s)

The Managing Editor is responsible for supervising the newspaper's staff and overseeing day-to-day operations of the paper. The Managing Editor acts as the Chief Operating Officer and will also be a model staff member. They are expected to be on time, especially since the enforcement of deadlines is among their primary duties. The Managing Editor helps the EIC in being responsible for ensuring that all stories are of interest to the readers of the UCI community.

Major Responsibilities

1. Acts as a liaison between editorial, advertising and business aspects of the paper.
2. Prepares agenda for meetings and contributes constructive and helpful criticism.
3. Takes notes for exec, professional staff, Ed Board and production meetings. All notes are organized in the Exec Meeting and Production Meeting folder in the Drive.
4. Exec edits articles alongside the EIC.
5. Enforces the paper's policy and procedures via the Constitution, including deadlines and style.
6. Handles internal staff disputes.
7. Acts as EIC in case of their absence.
8. Monitors supplies in production and supply cabinets.
9. Keeps an updated list of staff, staff photographers and artists; keeps track of staff and ensures they meet the quarterly requirements.
10. Responsible and in charge of staff trips, Welcome Week events, and New University socials.
11. Actively communicates with the Editorial Staff/Board.
12. Manages website and updates it regularly.

News

News informs the UCI community of events and happenings on campus and in the city of Irvine directly impacting them. News articles include breaking news, event coverage and investigative pieces. Stories should be handled with a sense of urgency and no articles should be published over a week after an event takes place.

The parameters of the content created by the News section are guided by the principles of journalistic integrity and ethics. The content must be accurate, fair, balanced, and objective, and should be free from any bias or personal opinions. Writers must conduct

thorough research, verify their sources, and adhere to the established standards of journalistic writing.

The content should also be written in a way that is engaging and accessible to the readers, using clear and concise language and presenting information in a way that is easy to understand. The New University's News section is committed to providing its readers with quality news and information that is relevant, informative, and engaging, and which serves the needs and interests of the local community.

Furthermore, it is mandatory to be present at pitch meetings. It is imperative to be at pitch meetings so that the section's editors can read pitches aloud and answer any questions for interns before story assignments. Pitch meetings are the only time interns and editors can meet before the writing period to talk about deadlines, expectations, possible issues, and questions.

Open and frequent communication benefits the section immensely. Editors must be available to all interns and writers. All News members are required to share contact information (phone, email, and Slack). Slack is the primary mode of communication for the News team, therefore it is imperative that Slack notifications are turned on during working hours. Responding to notifications immediately will make an editor more accessible to their interns and ensure timeliness. Additionally, editors must be able to provide time outside of pitch meetings to answer questions and provide advice as needed for the benefit of the News writers.

Interns

Interns are required to attend pitch meetings and complete at least nine(9) articles (including the final investigative piece) by the end of their internship. We expect interns to accept edits and respond on Slack in a timely manner. As this is an internship intended to help make students better writers and journalists, we also expect writers to listen to feedback and take constructive criticism.

- I. Quota:
 - A. Interns are to write one (1) article per week on average. An average of 5-10 hours weekly is expected to be dedicated to this assignment — including attending the weekly pitch meeting, communicating with editors, and researching and writing the article. Editors will work closely with interns in order to ensure progress in writing and organizational skills.
- II. Pitch:
 - A. Pitches will be provided by editors and interns on a weekly basis. Articles are typically a minimum of 500 words long and will contain quotes from at least one (1) source in addition to hyperlinks to relevant information or organizations.
- III. Style:
 - A. Interns are strongly recommended to become familiar with the News

style by examining articles published on the New University website and referring to the New U Style Guide. Interns are strongly encouraged to contact editors for guidance or assistance.

1. Interns should have excellent writing abilities and be able to convey information clearly and concisely.
2. Knowledge of journalistic principles: Familiarity with journalistic ethics, integrity, and standards is essential.
3. Research skills: Interns should be capable of conducting thorough research on various topics to ensure accuracy in their reporting.
4. Time management: The ability to meet deadlines and manage time effectively is crucial in this role.
5. Collaboration: Interns must be willing to work as part of a team and collaborate with editors and other writers.

IV. Final Project:

- A. The final project is a 1000-1200 word investigative piece. Interns are required to compile their own sources as well as interview at least one (1) individual. The final project is a quarter-long assignment. Interns will propose their investigative piece by the Week 8 pitch meeting — though interns can do so sooner — and the final draft is due Friday of Week 10.

V. Contact:

- A. For all contact information, interns are expected to contact the News editorial team via Slack (primary communication method), email, or mobile phone.

Staff

Writers who have successfully completed their internship are eligible to become staff. Staff are required to complete at least four articles each quarter. During the summer, staff will be required to complete three articles. If they fail to do so, they may opt to be Contributing Writers instead. Similarly to interns, we expect staff to be responsive over Slack, our main mode of communication.

I. Quota:

- A. In order to maintain the integrity and volume of the section, s must write a minimum of four (4) articles each quarter (Fall, Winter, Spring and Summer). Four completed and published articles per quarter is a requirement to be positioned as a staff writer. Staff must attend weekly Pitch Meetings. The title of Contributing Writer will be given to those who fail to write and publish less than four (4) articles during the quarter when they were a staff writer. Contributing writers can only write op-eds and will need to start another internship, either in the same section they were in before or in a new section, in order to come back as staff.

II. Style:

- A. Staff are strongly recommended to examine past articles, especially the content and structure, with a critical eye. Additionally, they must reference the News guide and follow AP style guidelines.
 - 1. Staff should have excellent writing abilities and be able to convey information clearly and concisely.
 - 2. Knowledge of journalistic principles: Familiarity with journalistic ethics, integrity, and standards is essential.
 - 3. Research skills: Staff should be capable of conducting thorough research on various topics to ensure accuracy in their reporting.
 - 4. Time management: The ability to meet deadlines and manage time effectively is crucial in this role.
 - 5. Collaboration: Staff must be willing to work as part of a team and collaborate with editors and other writers.
- III. Contact:
- A. Staff should establish regular communication channels with their section editors. This can be done through email, messaging platforms (i.e. Slack) or in-person meetings. In the case of urgent matters or time-sensitive queries, it is advisable to use direct communication channels for prompt responses.

Apprentices

Apprentices must have completed an internship before applying to become an apprentice. Understand that being an apprentice is a larger time commitment than being a staff writer or intern. Apprentices are required to attend both pitch meetings and production meetings over the weekend to learn what goes into the editorial process. Apprentices will shadow editors and learn how to write pitches, edit, and post stories on Wordpress with the expectation that they will eventually apply to be an editor. Apprentices must reapply every quarter if they wish to continue their apprenticeship.

Apprentice editors for the News section of the New University must adhere to the following guidelines and responsibilities.

- I. Becoming an Apprentice
 - A. To be eligible for apprenticeship, individuals must complete an internship for one quarter within the News section of the New University.
 - B. Following successful completion of the internship, interested individuals must apply to be an apprentice editor.
 - C. The selection of apprentices is based on criteria such as performance during the internship, aptitude for the chosen section, and dedication to journalism.
- II. Conduct and Professionalism

- A. Upholding ethical standards in journalism is paramount. Apprentices must ensure accurate and unbiased reporting, avoiding personal biases or conflicts of interest.
 - B. It is essential to follow the New University’s policies and guidelines, including editorial processes, meeting deadlines, and respecting confidentiality.
- III. Responsibilities and Duties
 - A. Shadowing Section Editors
 - 1. Apprentices are expected to observe and learn from section editors during the editing process to understand their workflow and decision-making processes.
 - 2. By shadowing section editors, apprentices gain valuable insights into the editorial process and the specific requirements of their chosen section.
 - B. Assisting Section Editor(s)
 - 1. Apprentices provide assistance to section editors by conducting research and fact-checking for articles.
 - 2. They support content organization and formatting, ensuring that articles meet the publication's standards.
 - 3. Apprentices contribute creative ideas for pitches, articles, and stories — offering fresh perspectives and engaging angles.
- IV. Collaborating with Interns and staff
 - A. Apprentices assist writers and interns with tasks such as conducting interviews and gathering data.
 - B. They review drafts and provide constructive feedback to help improve the quality and accuracy of articles.
- V. Editing and Proofreading
 - A. Apprentices gradually develop editing skills by reviewing articles for accuracy, clarity, grammar, and adherence to the publication's style guide.
 - B. Under the guidance of section editors, apprentices collaborate with writers on revisions and improvements to enhance the overall quality of the content.
- VI. Progression to Editing
 - A. Apprentices initially shadow section editors to learn essential editing techniques and observe their decision-making process.
 - B. Once section editors deem apprentices ready, they gradually assign editing responsibilities to them — editing intern/staff articles themselves and directly.
 - C. Apprentices demonstrate their proficiency in editing skills and attention to detail before fully transitioning into editing roles.
- VII. Communication and Collaboration

- A. Apprentices maintain regular communication with section editors, providing updates on their progress and assignments.
- B. They collaborate effectively and respectfully with colleagues, fostering a positive and productive work environment.
- C. When in doubt, apprentices seek guidance and clarification from section editors or other team members.
- D. Active participation in team meetings and discussions is encouraged to contribute ideas and gain insights from colleagues.

Submissions

Submission guidelines for the News section of the New University are as follows:

- I. First Draft Submissions:
 - A. Writers are required to submit first drafts on or before the deadline assigned to them. Writers must utilize Google Docs when writing and submitting articles.
 - B. First drafts must be shared with news@newuniversity.org.
 - C. It is important to submit the first draft on time to allow sufficient time for editing and revisions.
- II. Section Edits:
 - A. All rounds of section edits must be completed by both editors and interns within 1-3 days, which is the section's turnaround time.
 - B. Edits will be made using the suggestion mode, allowing interns to review and understand edits.
 - C. Writers should only accept edits once they receive notification that a round of edits by a section editor has been completed.
 - D. Writers must not share their pieces with anyone other than the News section editors without the editor's approval.
- III. Pitches:
 - A. Providing pitches is a key part of running a section. Pitches provide writers a selection of stories for the upcoming week. Pitches that are time-sensitive are preferred for relevance. Pitches must be written and prepared before the pitch meeting is held. Pitches must be relevant to the News section, consist of 5-10 sentences, and must include at least three (3) articles and references. Articles and three (3) references aim to guide writers on stories that require outreach and interviews.
 - B. Pitches are open to all to make, however, they must meet the criteria above and must be emailed or messaged via Slack by Sunday at 12:00pm to the News editorial team.

By following these submission guidelines, interns and contributors can ensure a smooth and efficient workflow within the News section for high-quality content and adherence to publication's deadlines.

Distribution of Editorial Labor

In the News section of the New University, the division of labor between editors and apprentices plays a crucial role in ensuring efficient workflow and timely publication of articles.

- I. Assigning Articles:
 - A. Section editors should assign specific articles or topics to apprentices based on their interests, strengths, and availability.
 - B. Consider balancing the workload by distributing articles evenly among the apprentices.
- II. Setting Deadlines:
 - A. Section editors should establish clear and realistic deadlines for each assigned article.
 - B. Deadlines should provide ample time for research, writing, editing, and revisions.
- III. Communication and Collaboration:
 - A. Editors should maintain regular communication channels with apprentices to provide guidance, answer questions, and provide feedback.
 - B. Encourage open and transparent communication to address any challenges or concerns that may arise.
- IV. Task Tracking:
 - A. Editors can use project management tools or shared documents (i.e. the tracking sheet) to track the progress of articles and monitor deadlines.
 - B. Create a shared weekly agenda document or spreadsheet that lists the assigned articles, their respective deadlines, and the intern status of completion.
 - C. Update the weekly agenda document regularly/weekly to indicate when an article is in progress, submitted for editing, or ready for publication.
- V. Editing and Revisions:
 - A. Editors should review the submitted articles, provide constructive feedback, and suggest edits using the suggestion mode or track changes.
 - B. Clearly communicate with writers when a round of edits is complete and when they can accept the suggested changes.
 - C. Ensure timely completion of editing rounds to avoid delays in the publishing process.
- VI. Quality Control:

- A. Editors are responsible for ensuring the overall quality and consistency of the content in the City News section.
 - B. Review articles for accuracy, clarity, grammar, spelling, any forms of plagiarism, and adherence to the publication's style guide.
 - C. Provide guidance and suggestions to apprentices for improving their writing skills and journalistic practices.
- VII. Regular Check-Ins:
- A. Schedule periodic check-ins with apprentices to discuss their progress, address any concerns, and provide additional support if needed.
 - B. Use these check-ins to evaluate their performance, provide constructive feedback, and identify areas for growth.

Sports

The sports section at the New University is responsible for covering UCI sports games as well as professional sports in and around Orange County. We work closely with UCI Athletics as well as Club Sports at UCI for game coverage and player/coach feature articles.

Interns

Interns are required to write a minimum of nine(9) articles by the end of the quarter, including their final project. This is about one (1) article per week. Available sports coverage pitches will be sent out via a weekly pitch email each Sunday and will be assigned to writers during Monday pitch meetings. Game coverage articles must be completed ASAP, ideally completed and shared with their assigned section editor within 24 hours after the completion of the match. Under some circumstances, such as feature or final articles, deadlines can be extended, if need be. Interns are able to contact the sports editors to discuss an extension via text. Attendance at pitch meetings is also mandatory for interns. Interns are also expected to attend section socials.

Staff

Staff are required to complete a minimum of four (4) articles per quarter. Staff should be familiar with the sports section expectations after their completion of the internship. To become a staff writer, a writer must showcase their abilities as an intern, complete their required number of articles, learn from their past mistakes/edits, display passion for the publication and an interest in sports journalism. s are also expected to attend weekly Pitch Meetings and section socials.

Apprentices

Apprentices should be passionate about the section and attend both pitch and production meetings. Apprentices are responsible for sending out weekly pitch emails

by midnight on the Sunday before pitch meetings and are also expected to complete the tracking sheet before pitch each Monday. To become an Apprentice one must demonstrate organizational skills, an ability to meet deadlines and display an interest in sports journalism.

Submissions

After the completion of an article, the writer will share their finished article in Google docs to the sports email (sports@newuniversity.org). They will receive section edits ideally within 24-48 hours.

Distribution of Editorial Labor

Each section editor will select their designated s and interns to edit throughout the quarter. When their designated writer completes their article, the writer will share the article with the sports email and message their respective editor to inform them that they have completed their article. The sports editor will then begin edits.

Features

The Features section covers on-campus events as well as club, student, alumni or faculty profiles.

Editors

The editors will provide constructive criticism on each article for at least one (1) round of edits. Edits should be made within 12 hours of an article submission. In addition to publishing completed articles on the New University website, editors will also communicate with the Copy and Executive teams about article deadlines. Editors are also responsible for training the interns in New University and AP Style, integrous interviewing and quoting practices, and Features writing structure. Editors will train apprentices on the thought process behind edits and the publication process. In order to promote section camaraderie, editors will arrange at least one section social per quarter.

Apprentices

Apprentices will be responsible for completing assigned editing tasks within 12 hours. Apprentices must complete at least 20 editing assignments for the duration of the apprenticeship period for successful completion.

Interns

Interns must complete at least nine (9) articles over 700 words each within the internship period for successful completion. Interns must respond to messages within 12 hours and incorporate editors' feedback into future drafts to be eligible for a staff writer position.

Staff

Staff must have completed an internship with the Features section. Staff must write at least four (4) articles with 700 words each to maintain their status. Writers who provide less than four (4) articles are Contributors.

All members

All members of the Features section must be present at pitch meetings unless communicated otherwise.

All members should complete assignments and respond to Slack messages within 12 hours unless in times of emergency.

Opinion

The New University Opinion Section contains different categorizations for opinion articles. New U's website has the following categories: Editorials, Columns, Op-Eds, Letters, Advice and Satire.

Editorials

Editorials are to be written by New University's Editorial Board, composed of the Executive Team, Opinion Editor, A&E Editor, Copy Chief, and Senior Staff. Editorials are to be written to reflect the official stance of New University on various issues.

Columns should appear the most in New University's Opinion Section. Columns are simply 600-800 word opinion essays written by New University Staff about a singular issue.

Op-Ed

Op-Ed means opposite editorial and traditionally appears on the opposite side of the editorial page. Op-eds are submitted by community members that are independent from

the newspaper. They are also submitted by writers who are a part of New University, but are not a part of Opinion.

The byline indicates their relationship to New University or their status as contributing writers who are not a part of New University.

Letters

Letters are opinion articles written by a reader in response to content posted by New University. Letters are written by readers (independent of the publication) and are typically much shorter than your average opinion article (around 450 words).

Final decisions on posting Op-Eds and Letters will be decided by both the Executive and Opinion Teams. Op-eds and letters to the editor must be submitted in a timely manner. Op-Eds and Letters will need to go through copy and exec edits in order to be published.

Satire

A less traditional category, but one that New University does have. These would be Opinion articles that are not to be taken too seriously. While these articles may fall under the requirements of an Editorial, if editors find that they are silly and satirical, we might publish the article under Satire instead.

Advice

The advice column is for articles that impart advice to readers.

Who Makes Up the Opinion Section?

Interns

Interns are new Opinion writers joining the Opinion section. Upon successful completion of their internship, the writer will automatically be considered a staff member for the Opinion section for the rest of their undergraduate education at UCI. Interns will receive guidance from editors and their peers on how to write an opinion article and conduct interviews. Editors and interns may communicate however they please, but Slack is preferred as it is the hub of all communications within New University. They will be given one-on-one feedback and attention from the Opinion editors.

Interns are required to attend every pitch meeting and write at least nine(9) articles for the quarter that they are interning. This means eight (8) articles throughout Weeks 1 through 9 (600-800 words) and an intern project article (1000-1200 words) due Week

10. The final project must include at least one interview. Articles are due on a weekly basis.

Internships last for a quarter. Internships are an applied position. Applications and offers occur at the beginning of every quarter. On average, two (2) to four (4) internships are offered every quarter.

Staff

A writer who has already completed their internship with Opinion will automatically be given Opinion staff writer status if they so choose to write for that quarter. After interning, you are not required to be a staff writer every quarter, but if you would like to, you must contact the editors to let them know you would like to write for that quarter. This is so editors can keep track of their section writers for that quarter and include interested s on their email list. Staff must attend pitch weekly and write four (4) articles per quarter.

Staff status lasts for a quarter. No application is necessary; just the prerequisite of being an intern. There is no limit to the number of staff per quarter.

Apprentices

An Opinion apprentice is an editor in training. Guided personally by Opinion editors, apprentices will meet separately with their section editors who will walk them through the editing process. Apprentices will also gain experience editing interns and articles under the supervision of editors. They will be required to attend all pitch meetings and editing training sessions.

Typically, apprenticeships are only offered to those who have already interned and written for New U for more than a quarter. A good editor has the perspective of a writer. Similarly, editors will have already observed the applicant's writing skills if they have been writing for Opinion for some time, making it easier to effectively judge whether an applicant is fit to be an editor.

Apprenticeships last for a quarter. Apprenticeship is an applied position. Applications and offers only occur at the beginning of Winter and Spring quarter. On average, two (2) apprenticeships are offered every year.

Editors

In addition to editing opinion articles, editors guide interns and apprentices through the writing and editing process. Editors are responsible for updating and sharing the necessary tools and skills for their writers and apprentices to be successful. They are required to attend every pitch meeting with backup pitches for writers. Editors also act as a liaison between the writer and the EIC as well as other sections.

Editor positions last for the year. Editor positions are an applied position. Applications and offers only occur towards the end of spring quarter. On average, two (2) editor positions will be offered at the end of every school year. If an editor would like to be an editor for an additional year, they must apply again at the end of their term.

Opinion, like every other written section, will have one Editor and a various number of Assistant Editors. Assistant Editors are to defer to the Editor on initiatives such as article assignment and training plans.

Contributing Writers

Contributing writers is a title given to anyone who is not officially a part of the Opinion section but can get an article published by the New U in a guest article. Contributing writers are not a part of the organization and they will not be given the same guidance that an intern would receive. If you aren't already a staff member and the internship is too much of a commitment, writing op-eds as a contributing writer is a possibility.

Submissions

- Writers should submit all articles to opinion@newuniversity.org and reshare the article with the same email when they've completed accepting edits. They can also message editors in Slack as they complete these steps.
- Editors will aim to edit articles within 24 hours of submission.
- Feedback will be delivered through edits and comments on the article as well as discussions over Slack or in person.

Video

Video creates weekly recap videos of the news articles published during the news week as well as videos for on campus and community events, local news, and topics of interest for the student body.

Interns

Interns must be a part of production for at least one (1) video per week as assigned by the editors each week. Interns are required to attend all pitch meetings unless excused at the section editor's discretion. The editors can be reached through their section email (video@newuniversity.org) or through the Video Slack channel.

Submissions

All videos have a three-day turnaround from the day of filming unless otherwise stated. Recap videos are due Saturday at noon at the latest.

Production Roles

Production involves three roles: anchor, cameraperson and editor. Each role is responsible for their part in producing their weekly video. Anchors must write the script that they'll be following. The Cameraperson must record and get their video to the editor. Editors must edit videos within the time frame. All scripts and videos are subject to 2-3 rounds of editing by section editors and executive editors.

Finance

The finance section is responsible for the annual budget and all revenue operations. We work closely alongside the executive team and professional staff on business goals for the publication. The finance team will hold little to no input on editorial decisions and the focus remains on financial foundations and revenue operations.

Interns

Interns will learn administrative skills, business finance acumen, and approaches to revenue operations such as advertising sales, market research, and consumer insight and success efforts. Interns are required to complete two (2) projects assigned by their manager per quarter. Projects may include, but are not limited to, competitive analysis, leads, small-scale fundraising efforts, and updating the leads tracking tool. Interns are required to attend at least seven (7) weekly pitch meetings per quarter. Alternatively, one may meet with the Financial manager for a one-on-one update and assignment.

Staff

If deciding to continue working at the New University after a successful internship quarter, an intern will be considered business staff. Business staff are required to

complete two (2) projects assigned by their manager per quarter. Projects may include but are not limited to business strategy, case studies, and internal print advertising outreach. Staff are also required to attend at least seven (7) weekly pitch meetings per quarter. Alternatively, one may meet with the Financial manager for a one-on-one update and assignment.

Apprentices

If deciding to continue working at the New University after a successful staff quarter, a finance staff member may be considered a finance apprentice with Financial Manager approval. Apprentices must demonstrate a dedication to funding the integrity of student journalism and an incentive for revenue operations. Apprentices are required to attend some, but not all, meetings alongside the Financial Manager and complete any ad-hoc tasks and analyses assigned by the Financial Manager. All tasks will be relevant to the finance team's responsibilities.

Editorial Labor

The Financial Manager is required to create the annual budget by June of the incoming school year, create a revenue plan aligned with the executive team's editorial visions, consistently meet with professional staff, manage advertiser relations, lead the Finance section, and any other responsibilities relevant to the financial health and business presence of the New University.

The Financial Manager is preferred, but not required to have experience working for the New University. If a returning intern, staff member, or apprentice does not apply for the role, the executive team will accept outside applications. In the case that there are multiple candidates with New University experience, the executive team, including the former Financial Manager, will select the new Financial Manager(s).

In the case there are multiple Financial Managers or no Financial Manager candidates, the delegation of responsibilities will fall upon the remaining executive team.

A financial manager may be terminated for the following reasons: inconsistent communication for months, not meeting a majority of role responsibilities, not meeting with professional staff at least twice a year, not meeting with fellow members of the executive team, involving themselves in editorial decisions irrelevant to the role, and any further actions not aligned with the university's expectations of student conduct.

A financial manager may not be terminated if their generated advertising revenue is not up to the standard of the executive team.

Arts and Entertainment

A&E covers

- Movies, TV shows, music, books, anime, video games, food
- Live performances including concerts, plays, musicals, poetry readings, etc.
- Art exhibitions/galleries
- Tribute posts to famous figures in Hollywood/ entertainment industry
- Fashion collections (fashion is part of art)

A&E will stay MAINLY grounded in the work itself, Opinion will reference the work in-focus but with more outside support. A&E pieces will carry an average ratio of 3:1 for grounded support-to-outside support. When writing about the work, A&E won't go too far from it.

Interns

Interns are responsible for writing nine (9) articles during their internship concerned with one of A&E's coverage points. They're free to ask questions via Slack or email regarding AP style, New University etiquette, and writing articles in general. As well as pitch/pick up pitches via Slack if they are unable to attend weekly pitch meetings.

Staff

Staff are responsible for writing at least four (4) articles per quarter. Interns that stay with the New U are automatically considered staff — they have the same resources as interns to receive help. If writers are unable to meet the article quota specified for staff, they will instead be assigned contributor writer status and write for A&E based on the articles they decide to pick up/write on.

Apprentices

Apprentices are expected to learn how to edit throughout their apprenticeship. They are expected to learn the pace of weekly edit work, tracking articles from pitch to publishing and keeping track of emails. Each week, apprentices are responsible for editing one article. The workload gradually increases as they learn more of the editing responsibilities. Additionally, as their time as an apprentice progresses, they will be responsible for developing pitches to present during weekly pitch meetings, and will learn how to (and practice) sending out weekly section pitch emails.

Submissions

External items from non-New University writers can be submitted via email. Though it doesn't happen often, the entertainment@newuniversity.org is an appropriate email for readers to submit their work. They will receive feedback through email exchanges with the editors.

Poetry

The Arts & Entertainment accepts poetry submissions from members of the UCI community to be published by New University. New University never guarantees the placement or publication of submitted content, nor do we take down articles.

- No more than 3-5 poems will be considered in one submission (one poem per page)
- No more than 1500 words per poem.
- (Optional) Authors may submit a graphic or photo of their own to accompany their piece. If the graphic or photo was taken by anyone other than the author, please list who. If not, then we will use our own graphic design for poetry submissions.

Final decisions on submissions made by the community will be decided by the Arts & Entertainment editors. Submissions must be sent to entertainment@newuniversity.org for consideration.

Distribution of Editorial Labor

Editor work load is completely up to the section editors. Editors play on each other's strengths and weaknesses in order to perform completely week-to-week. Should a co-editor have a busy week, the remaining editors can help by taking an extra article to publish or taking on their usual responsibilities for the week. All in all, editors are expected to be available via Slack when possible for contact from writers or other sections for pitches, feedback, and editing status within reason. Communication is a key foundation of the A&E section in order to ensure the best and most timely level of performance.

A&E, like every other written section, will have one (1) Editor and a various number of Assistant Editors. Assistant Editors are to defer to the Editor on initiatives such as article assignment and training plans.

Copy

The New University's Copy Section is one of, if not the most, vital section of the publication. Tasked with editing and cleaning up every article that is to be published by the New University, the Copy team serves as the backbone of the paper, with some of its

most important duties including but not limited to: ensuring that all articles are properly formatted, that all sources are correct and accessible, and that all Associated Press and New University styling requirements are met.

The sheer amount of articles Copy has to edit means it cannot spend an excessive amount of time editing each article — that is up to the section editors. If an article is determined to have not been properly edited by the section editors and thus requires another round or rounds of section edits, Copy Editors reserve the right to send an article back to the section for further editing. This is a right that is not used lightly, as it holds up the editing process and thus delays the timely release of an article. However, it will be used whenever necessary.

Interns

The Copy section is historically the most selective section in terms of interns. Given the importance of Copy's work, interns should usually already be experienced in journalism. Many interns, most of whom have gone on to become Editors, have had extensive experience in the field through high school or outside internships. However, this is not a requirement for the internship. Interviews may be needed to determine the eligibility of an applicant for the Copy internship position.

Interns are expected to review the “Copy 101 for Cool Copy Interns” presentation and complete the accompanying quiz/acknowledgement form — as well as complete any other training required by the Copy Editors. By the end of Week 2, interns are expected to be familiar with using the Style Guide. They should reach out via Slack or email, whichever method makes them more comfortable. Interns are assigned one (1) article a week. Up until Week 5, they are given previously published articles as practice. Week 6 (flexible) onward, they are given real articles awaiting publication that Copy Editors later look over and leave feedback on. For their “final project,” interns will submit a one-page reflection about whatever they'd like to write about regarding their internship.

Staff

Copy does not normally have staff. In certain cases in which it will have a Staff Editor, they will function in the same way as an Apprentice (**see next section**).

Apprentices

In order to become an apprentice, applicants must have previously served as a Copy Intern for at least one (1) quarter. Apprentices will edit similarly to their internship — with supervision and final approval from the Copy Editors — for the first two (2) weeks

of their apprenticeship. Afterwards, they will be able to edit on their own and as they please, with a limit of two (2) articles per week and a minimum of one (1).

Towards the end of their apprenticeship, apprentices will be taught how the Copy Editors interact with and determine workload for interns. This includes but is not limited to how we select previously published articles for them to edit, how we assign articles, what to say in emails, what to write in intern syllabi, etc.

Submissions

Articles should be submitted to Copy by email to copy@newuniversity.org, and should only be submitted by section editors once articles have been through the section editing process. Turnaround time is the day we receive the article for extremely time sensitive & breaking news articles, 24 hours for non-extreme time sensitive articles, 1-2 days for non-TS Sports articles, and 1-3 days for most other sections. Feedback is left through comments, for all writers, editors, and Copy interns/apprentices. Slack is an open channel as well.

Distribution of Editorial Labor

Copy utilizes its own tracking sheet to keep track of articles that have been sent in and whether or not they have been edited, and by who. Editors have free reign over editing, and are able to claim and pick articles to edit on their own time. Naturally, one (1) editor will typically take charge of intern assignments, but all editors are able to. Any editor is able to check intern assignments as well.

For the most part, Copy is a communal section. Everyone is equally responsible for the work that needs to be done. No one editor holds power over another. If something needs to get done, anyone can do it. However, all editors are required to edit at least twice per week. If an editor cannot edit for a week, they must inform the other editors first.

Graphic Design

The Graphic Design section creates artwork for articles, events, promotions, comics, and any other type of graphic that the newspaper needs. All Graphic Design staff are strictly prohibited from using artificial intelligence (A.I.) to assist or create New University graphics in any manner.

Interns

Interns must complete the number of graphics assigned by the editors weekly, which is typically two (2) graphics, and they are free to take on additional graphics. Interns are

required to attend all pitch meetings throughout their internship with the New University. The editors can be reached through their section email (graphicdesign@newuniversity.org) or through the Graphic Design Slack channel.

When assigned specific graphics, interns are required to complete them. For article graphics pitched by other sections, interns must reach out to the assigned writer(s) about creating pieces for their articles. This includes coordination on what requirements the writer might envision, the deadline for the final graphic, and more. At the end of the quarter, interns will compile all of the work they've done in the quarter in their final project, which will be a type of visual portfolio.

Staff

Staff must complete at least five (5) graphics throughout the quarter. Staff are not required to attend all pitch meetings, but are encouraged to attend to hear the pitches week to week. Staff must also complete graphic requests if they are assigned by a Graphic Design Editor.

Apprentices

Apprentices must complete the number of graphics assigned by the editors weekly, which varies based on the number of interns held each quarter and the volume of graphics requested during a week, unless they want to take on additional graphics. Apprentices are also expected to attend both pitch and production meetings every week throughout the quarter. Additionally, apprentices may also be asked to take on other administrative tasks, such as checking in on the status of interns' assignments, answering questions that may be posed by interns, and drafting exercises for interns and staff.

Submissions

Graphic submissions should be both emailed to the graphicdesign@newuniversity.org email and added to the student's individual Google Drive folder by **Sunday at 11:59 p.m.** each week. Unless otherwise specified, Graphic Design will have at least five (5) days to complete a request. Additionally, the deadline for sending the graphic to a writer, as well as the requirements for the graphic, should be coordinated by the writer Graphic Design is working with.

Graphics Request Format

Link: articlelink.com

Section: Opinion, A&E, Features (Requests for News and Sports articles will NOT be prioritized)

Deadline: Requests must be submitted within one (1) week of the deadline.

Requests submitted with deadlines shorter than this timeframe will NOT be guaranteed completion

Description: What you would like done in your graphics!

***Reference Image:** Optional, but always appreciated if you have specific ideas.

Distribution of Editorial Labor

Main responsibilities will be passed off on a weekly basis amongst editors, but the other editors are encouraged to offer input and support even when they are not assigned any task. Main responsibilities include sending a weekly assignment email to all interns, staff, and apprentices, along with tracking all submissions both by email and in students' Google Drive folders on Sunday. Unless an editor has been designated to be responsible for a certain project or overseeing a certain Graphic Design team member, the responsibilities regarding communication with interns, staff, and apprentices should be evenly distributed based on editor availability.

Public Relations/Social Media Section

The Social Media section is responsible for the publication and distribution of any content created by the New University on social media platforms which include, but are not limited to, Instagram, Twitter, FaceBook, TikTok, and LinkedIn. All New University social media platforms are owned by the University and will have a minimum of one administrator to have administrative access at all times, as necessary, per policy. Any abusive nature of the platforms will result in the removal of that student from posting rights.

Interns

Interns are responsible for creating social media content in the form of Instagram, Twitter, and Facebook posts as well as TikToks and Reels. They will learn the basics of social media management while working to make sure progress is accurately recorded. Interns must complete the number of social media posts assigned by managers and apprentices weekly, writing captions based on the template provided and creating designs through Canva. Interns will be expected to complete approximately three (3) posts per week, and they must contribute at least one (1) TikTok/Reel pitch per quarter.

Staff

Staff is responsible for monitoring and reporting engagement analytics of the social media platforms of the New University, as well as creating content that will increase the strength of the newspaper's online presence. They will pitch innovative campaign ideas and work together with other staff members and sections to bring new ideas to the social

media team. Analytics is a key part of staff work; they will monitor engagement on all Instagram and Twitter posts through likes, shares, and more, providing weekly analytical reports. Staff is required to contribute at least two (2) TikTok/Reel pitches per quarter.

Apprentices

Apprentices are managers-in-training responsible for supporting the management of the social media platforms of the New University, as well as learning how to most effectively and efficiently maintain an influential online presence. They will learn to design, coordinate and lead, taking on the responsibility of helping Social Media Managers with any other necessary tasks. This includes learning to queue content to Buffer and manually uploading when necessary, sending out communications to all social media interns, staff and apprentices, helping to coordinate with other visual and writing sections. They are expected to attend production and pitch meetings every week throughout the quarter.

Submissions

Completed social media posts should be submitted to the New University Public Relations Google Drive folder in the folder for the corresponding quarter and week. Posts should be completed within 2 days of assignment.

Distribution of Editorial Labor

Managers are responsible for overseeing and upholding the social media platforms of the New University, as well as conducting and responding to any necessary outreach that is required. They will oversee apprentices, staff, and interns and coordinate with other sections as necessary to aid in the creation of content for platforms such as, but not limited to, Instagram, Twitter, TikTok, and Facebook. Managers will be available through Slack should anything be of concern. Managers will be responsible for providing final approval of social media content, organizing outreach and social campaigns, updating and upholding brand guidelines and more.

Layout

The Layout Section of the New University is tasked with the responsibility of creating and distributing all printed editions of the New University. Distribution and creation of the print edition will occur quarterly, or as frequently as determined by the size of the team, available funding, and costs of print. Print editions will include a culmination of work created by the writers, designers, and photographers of the New University from the period of time that they cover.

Interns

Interns of the Layout Section are expected to contribute to the print edition through page layouts. By the end of the quarter, interns are expected to have contributed one (1) spread (2 pages) to the total 24-page print edition. Interns will be trained for the first half of the quarter, which they spend with the Layout Section through workshops in InDesign and Lightroom, overseen and run by the Layout Chief and Layout Apprentices. All communications should be made through Slack about any concerns or conflicts.

Staff

The staff members of the Layout Section are expected to contribute to the print edition through page layouts. By the end of the quarter, staff members are expected to contribute at least one (1) spread (2 pages) to the total 24-page print edition. To become a staff member, one must have spent at least one (1) quarter with the Print Section in the role of an intern. All communications should be made through Slack about any concerns or conflicts.

Apprentices

The apprentices of the Layout Section are expected to contribute to the print edition through page layouts. By the end of the quarter, apprentices are expected to contribute at least one (1) spread (2 pages) to the total 24-page print edition. Print apprentices are also expected to continuously update the print style guide as well as enforce it. Apprentices will run workshops for interns alongside the Layout Chief and be present for the creation of feedback sheets. Apprentices are expected by the end of the quarter to be able to conduct a detailed evaluation of the print edition in order to ensure a well-crafted print publication that meets the standards set by the style guide.

To become an apprentice, one must have spent at least one (1) quarter with the Layout Section in the role of an intern and submit the proper application detailing interests and skills. All communications should be made through Slack about any concerns or conflicts.

Submissions

Submissions should be made via Google Drive by the deadline set by the Layout Chief with the entirety of the Print Team at the beginning of the quarter. The Google Drive folder will be created quarterly and shared with the team from the print@newuniversity.org email. The average turnaround time for assignments will be a week, although the team should expect shorter turnarounds at the end of the quarter to

meet printing deadlines. Feedback will be given verbally in one-on-one sessions with interns, staff, and apprentices. Feedback sheets will be created in order to note potential strengths and areas of improvement.

Distribution of Editorial Labor

Editorial heads of the print section, or Layout Chiefs are responsible for overseeing the section in its entirety. Layout Chiefs are responsible for the creation of a timeline for the print edition and ensuring that it is met. Layout Chiefs are expected to work together in providing feedback and carrying out checks at every stage of the process and distribution of labor, if needed, can be made upon the supervision of specific sections or portions of the paper.

2025-2026 Editorial Staff Agreement and Ratification

We, the 2025-2026 New University editorial staff, agree to the revisions and the ratification of The New University Constitution. Therefore, this agreement declares that the 2025-2026 Managing Editors and Editor in Chief of The New University addressed the Constitution and were then given the opportunity to revise them in a way that they believe will function as necessary Bylaws for all staff members of The New University. All parts of this agreement and the complete text of The New University Constitution pledge to abide by the policies and procedures regarding the University of California and the University of California, Irvine. The New University editorial staff hereby ratify and confirm all of the terms and provisions of The New University Constitution and agree that all such terms and provisions, as amended hereby, remain in full force and effect.

The New University Constitution was ratified by the Editorial Staff on Jan. 26, 2026 with a 19/0/0 vote.



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Executive Director and Associate Dean of Students
Student Government Student Media (SGSM)



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2025-26 Managing Editor