

## **FACULTY ADVISER TO LITERARY MAGAZINES**

### **Description of Services**

The Faculty Adviser to a (literary) magazine must combine the competencies, knowledge, skills, and ethics of a writer, editor, educator, and manager. The Adviser works through the Director of Student Activities and is accountable to the Dean/Associate Dean of Student Services. Specific services to be provided include:

1. participate in the selection of an editor-in-chief following approved procedures; work with the editor-in-chief to select members of the editorial board;
2. meet with the editorial board and other students involved in the magazine on a regular basis in order to teach, advise, and consult regarding all matters pertaining to the publication (e.g., selection process, standards of literary excellence, purpose of the magazine, layout and design, editing and proofreading, production and distribution, etc.);
3. supervise the budgetary/financial aspects of the magazine (e.g., bid processes, revenue collection, purchasing equipment and supplies, budget development and management, etc.);
4. help organize and host events, and participate in campus functions designed to promote the magazine (e.g., poetry readings, activities day, and awards ceremonies);
5. establish and maintain professional relationships with colleagues in order to encourage submission of student work;
6. work with the editor-in-chief to insure that the magazine conforms to approved ethical standards;
7. work with the appropriate editorial staff to insure that the magazine is proofread and that efforts are made to correct all errors prior to publication;
8. meet with the editorial staff following publication of each issue to review proofreading errors and critique all matters pertaining to the publication of the magazine;
9. discharge all responsibilities in accordance with approved ethical standards for media advisers (i.e., College Media Advisers Code of Ethical Behavior);
10. serve on the Campus Student Publications Board;
11. assist the editorial staff in mediating/resolving disputes and conflicts; and
12. other related responsibilities as needed to accomplish the purpose and mission of the magazine.

#### Selection Criteria<sup>1</sup>

Faculty member with an educational background in English or writing and/or professional experience writing, editing, or publishing.

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<sup>1</sup> Exceptions can be made by the Dean/Associate Dean of Student Services when consultants who meet the criteria are not available.