

EDITOR IN CHIEF

The Editor in Chief is responsible for Shorthorn content, production, planning and coordination. He or she is responsible for seeing that The Shorthorn comes out, on time, every day as scheduled, with content thoroughly covering the UTA community, fairly and thoroughly reported, well-written and presented, and free of error.

The Shorthorn Editor in Chief's responsibilities include:

Content

- Ensures accuracy, fairness and completeness of all content.
- Reads and edits all Page 1 stories before publication and other stories as needed.
- Review feedback/evaluations of articles and other content and take steps to avoid future mistakes, and holds stories that are not ready for publication.
- In collaboration with other editors, decides the placement of content for each issue.
- Coordinates editing and production for each issue.
- Works closely with other editors in determining "Standing" features (crossword, columns, cartoons, etc.)
- Coordinates assignments, editing and layout/design of all special projects and in-depth reports, though responsibility for each project may be delegated to another editor.
- Meets all deadlines and other requirements expected of all staff members.
- Writes articles as assigned.
- Ensures that The Shorthorn's corrections and clarifications policies are carried out and that corrections and clarifications are printed promptly.
- Has final Newsroom authority in these matters.

Planning and Coordination

The Editor must both look at the current issue and plan for upcoming issues. To this end:

- With the News Editor, maintains a master calendar and daybook/"teaser" file for planning of coverage and follow-up of stories on a timely basis.
- With section editors, determines which days' issues of The Shorthorn will contain the various sections (Scene, Sports, Opinion, etc.).
- Conducts daily budget meetings; weekly editors and staff meetings, and other meetings as warranted.
- In consultation with the news/editorial adviser, allocates staff and other resources to ensure that all needed coverage is accomplished.
- Convenes editors and/or staff as needed for planning and/or problem solving.
- Makes frequent evaluations to ensure the publication is meeting the needs and interests of the student body.

Staff selection, supervision, evaluation and training

- Supervises news/editorial staff
- Provides leadership and supervision to other editors and to the staff as a whole.
- Works with news/editorial adviser to set pay rates and monitors newsroom payroll budget.
- Prepares payroll for news/editorial adviser
- Conducts orientation sessions and personnel evaluations
- Works with reporters as needed, toward completion of their assignment and improvement of their skills
- Works with news/editorial adviser in determining strengths and weaknesses of student staff and recommending developmental programs.
- Consults with News Editor in making beat assignments.

Shorthorn size, production and appearance

- Determines number of pages of each day's paper, based on agreed-upon news-ad ratio, the total column inches of ads sold, and budget guidance from the Director of Student Publications.
- Works with section editors in allocating space and reviewing coverage.
- Produces page dummies and distributes them to all editors the day prior to production of that issue, or, for special sections, in accordance with production schedules for that section.
- Meets with production manager daily and the printer as necessary to review production and ensure that deadlines are met.

Other news/editorial management functions

- Assumes accountability for newsroom furnishings/equipment/supplies
- Works to maintain a professional work environment that complies with all Student Publications and UTA rules and regulations.
- Maintains files.

Assist in transition to new editor

- Reviews current semester with news/editorial adviser and recommends changes in procedure.
- Evaluates section editors and photo editor.
- Transfers files.
- Provides orientation and assistance to new editor; works with new editors through last publication of the semester.

Links with the UTA community

- Serves as liaison between The Shorthorn and other parts of the UTA community. The Editor in Chief represents The Shorthorn at official functions unless times conflict with newspaper production.
- Develop communication channels with the student body and articulate the newspaper's role to the campus and the community.

Misc.

- Keeps posted office hours.
- Oversees operation until each issue is sent to the printer.
- Consults with the news/editorial adviser and director of student publications as needed, especially in matters of budget, content, policy and procedure.
- Performs other tasks as assigned or needed for the production of The Shorthorn. Other tasks not specifically assigned to another editor or staff member are the responsibility of the Editor in Chief.

Additional qualifications

Qualifications for Editor in Chief are outlined in the Student Publications Handbook and can be waived only by the UTA Student Publications Committee. Those qualifications include:

- 60 hours of college credit with at least one complete semester at UTA prior to semester of appointment. Must be currently enrolled at UTA.
- Working knowledge of journalistic writing, editing, graphics and photography

- At least a 2.5 GPA on a 4-point system, including a 2.5 GPA in journalism classes and completing basic reporting, editing and press law courses before assuming leadership.
- A previous major Shorthorn staff position.
- Knowledge and/or experience in production preferred.

Conditions:

The Editor in Chief will work in a learning role with the outgoing Editor in Chief during the final production week of the semester prior to the appointment semester. The editor is expected to be available as needed between semesters and will be involved in planning and conducting editor and staff orientation and training.

The appointment is for one semester, but the editor may re-apply for selection in subsequent semesters.

Compensation base rate

Outlined in the Editor Pay Schedule for the semester. Compensation may be reduced for major errors, missed deadlines or other problems.