

Editor in chief

The editor-in-chief's responsibilities include the following:

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

The Shorthorn Editor-in-Chief:

Content

- Ensures accuracy, fairness and completeness of all content.
- Ensures that The Shorthorn's corrections and clarifications policies are carried out and that corrections and clarifications are printed promptly.
- Reviews feedback/evaluations of articles and other content and take steps to avoid future mistakes. Hold stories that are not ready for publication.
- In collaboration with other editors, decides the appropriate placement of content online and in print.
- Coordinates daily editing and production.
- 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.
- Works with section editors in allocating space and reviewing coverage.
- With section editors, determines which online and print editions of The Shorthorn will contain which type of content.
- Reads and edits all stories on the print front pages, as well as stories featured on The Shorthorn's homepage, before publication.
- Meets all deadlines and other requirements expected of all staff members.
- Writes articles and editorials as assigned.
- Works with Managing Editor for Digital and other editors to develop web components to supplement every story.
- Has final Newsroom authority in these matters.

Planning and Coordination

- 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.
- Conducts daily budget meetings. weekly editor 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

- Provides leadership and supervision to other editors and to the staff.
- Monitors newsroom payroll budget and prepares payroll for news/editorial adviser.
- Conducts orientation sessions and personnel evaluations.
- Works with news/editorial adviser in determining strengths and weaknesses of student staff and recommending or holding developmental programs.
- Recruit staff and ensure training of new staff.
- Consults with News Editor in making beat assignments.
- Ensures that Shorthorn, department and university rules and procedures are followed in all Shorthorn newsroom staffing decisions.

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.
- Determines the minimum number of stories to be posted daily to TheShorthorn.com each day, based on readership and coverage needs, as well as the maximum, to stay within budgets.
- Works with Production Manager in production of page dummies and distributes them in accordance with production schedules for that section.
- Meets with Production Manager weekly to review production, ensure 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.
- Follows all Shorthorn, Student Publications, and University rules, guidelines and procedures.

Transition to new editor

- Reviews current semester with news/editorial adviser and recommends changes in procedures as needed.
- Evaluates section editors and provides input to incoming editor about section editor applicants for the coming semester.
- Transfers files.
- Provides orientation and assistance to new editor. Works with new editors through last publication day 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. Office hours include key hours of producing print and online

publications.

- Consults with the news/editorial adviser and director of student publications as needed, especially in matters of budget, content, policy and procedure.
- Meets weekly with the Adviser and as needed with the Student Publications Director.
- Performs other tasks as assigned or needed for the production of The Shorthorn.
- Other tasks or responsibilities not specifically assigned to another editor or staff member are the responsibility of the Editor-in-Chief.

Additional qualifications

The Editor-in-Chief must meet all qualifications to hold a Shorthorn staff position. Additional 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.
- Strong journalistic reporting, writing, editing, grammar and word usage skills. knowledge of journalistic design, graphics and photography
- Be in good academic and disciplinary standing with the university.
- Complete news reporting, news editing and communication law courses with a grade of B or better in each course or demonstrate proficiency in these areas before assuming the editorship. Proficiency may be established through testing performed by the adviser.
- A previous major Shorthorn staff position.

Knowledge and/or experience in production preferred.

Conditions

The Editor-in-Chief's appointment begins the final production week of the semester prior to the appointment semester, when he or she will work in a learning role with the outgoing editor-in- chief. 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 be re-apply for selection in subsequent semesters.

Compensation

The editor-in-chief is paid as outlined in the Editor Pay Schedule for the semester. Compensation may be reduced for errors, missed deadlines or other problems.