



**Media Policy #175.105**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 17, 2008	February 26, 2026	Marketing & Strategic Communications

**POLICY STATEMENT**

The Office of Media Relations is responsible for the central coordination of all press conferences, press releases and media inquiries that relate to or involve all units of the University, with the exception of those media inquiries that seek a personal opinion from any member of the University community in his or her individual capacity.

All press conferences and press releases relating to University business (including but not limited to University administration, colleges, schools, departments, centers, institutes, museums, programs or events) shall be centrally administered through the Office of Media Relations.

Media interviews, inquiries or requests for information relating to the conduct of University business or seeking the University’s official position on a given subject must be timely referred to the Office of Media Relations for coordination with the appropriate University spokesperson designated to respond on behalf of the University.

Media interviews or inquiries related to any dean, faculty member, administrator or staff member’s area of expertise or seeking a comment from a dean, faculty member, administrator or staff member in an individual capacity should be handled directly by the individual. Before granting any such interview, it is recommended that the dean, faculty member, administrator or staff member first contact the Office of Media Relations, which can provide additional information for the interview, assist in preparing for the interview, or facilitate coordination between the parties.

The University recognizes that deans, faculty members, administrators, and staff members may on occasion provide personal or professional opinions in their individual capacities that do not represent the University’s official position on a subject. In such circumstances, University deans, faculty members, administrators, and staff members should take all reasonable measures to clarify to the media that the opinions expressed represent the individual’s personal or professional opinions and do not represent or reflect the position of the University.



**SCOPE**

This policy applies to all students, faculty and staff.

**REASON FOR POLICY**

To create a systematic and consistent process by which to coordinate requests from and provide information to members of the media with regard to matters that relate to or involve the University and its colleges, schools, departments, centers, institutes, programs and events.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A

**ROLES AND RESPONSIBILITIES**

N/A

**RELATED RESOURCES**

N/A

**CONTACTS**

Marketing & Strategic Communications  
Florida International University  
11200 S.W. 8th Street - PC 519  
Miami, Florida 33199  
Telephone: (305) 348-7235

**HISTORY**

**Initial Effective Date:** July 17, 2008  
**Review Dates** (*review performed, no updates*): N/A  
**Revision Dates** (*updates made to document*): April 6, 2021; February 1, 2024; February 26, 2026  
(update to unit name).