

**GUIDELINES FOR AHSS FACULTY WEEKLY ROUND-UP INSERTIONS**

Due to feedback across the Faculty, and in the interests of ensuring the AHSS Weekly Round-Up is fit for purpose, all colleagues are asked to note the following guidelines when submitting items for inclusion in the communication:

* Only School/Institute event notices will be accepted for inclusion. General School/Institute news or notifications should not be submitted
* In an effort to ensure the Round-Up does not take up unnecessary space in staff and student inboxes, all items must be emailed in **text format only**. Attachments or images will not be accepted
* Notices must have minimal text with web link, where appropriate, for further details
* For the most part, any event will only be promoted once
* Weekly deadline for acceptance of notices is **Wednesday at 12noon**. Any notices received after this will not be included in that week’s Round-up.

**FACULTY COMMUNICATIONS - STAFF (EXCEPT WEB WHICH IS PUBLIC)**

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| **TIMING** | **MEDIUM** | **CONTENT** | **PROCESS** |
| **Ongoing** | AHSS Leadership Website | Leadership DetailsFaculty Office Staff | Submit to d.mccrory@qub.ac.uk  |
| **Weekly** | Faculty Weekly Roundup | Events, seminars, conferences – promoting dates normally a week in advance. Not normally repeated.  | Submit to marguerite.quinn@qub.ac.uk  |
| **Monthly** | Faculty Focus Newsletter | News stories eg book launches, awards, research grants, new staff, key dates | Submit to pvcahss@qub.ac.uk  |
| **Every six weeks** | Team Brief | Key University decisions, information and progress | Team Brief with Faculty wide content, e-mailed to School Senior Management to include local news. Content for Faculty Wide and Faculty Office sections e-mail to d.mcrory@qub.ac.uk.  |

**UNIVERSITY WIDE COMMUNICATIONS – STAFF, STUDENTS AND GENERAL PUBLIC**

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| **TIMING** | **MEDIUM** | **CONTENT** | **PROCESS** |
| **Ongoing** | [What’s On At Queen’s](https://www.qub.ac.uk/events/) | Events at Queen’s by types and audience | <https://www.qub.ac.uk/events/list-your-event/>  |
| **Weekly** | [Queen’s Roundup](https://www.qub.ac.uk/sites/StaffGateway/RoundUp/) | Key events of interest to Staff | E-mail roundup@qub.ac.uk with text and image Thursday before the Monday it is e-mailed |

**SCHOOL COMMUNICATIONS – STAFF AND STUDENTS**Each School has different communication vehicles so please contact the [relevant School](https://www.qub.ac.uk/about/Leadership-and-structure/University-department-list/) directly.

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