

# 61.99.99.C0.01 University Information



Revised: December 11, 2023  
Next Scheduled Review: March 18, 2024  
[Revision History](#)

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## Procedure Summary

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Responsibility for external affairs, news media relations, and the general information program of Texas A&M University-Corpus Christi rests with the Office of the Vice President for Institutional Advancement.

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## Procedure

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1. The Communications Department manages internal and external communications regularly; prepares and releases university news to local, state, and national news media; and coordinates all media visits and inquiries. The department of Marketing and Communications publishes numerous internal and external communication pieces targeting the various university constituents: students, faculty, staff, alumni, affiliated institutions, state officials, business leaders, leaders in secondary and higher education, donors, friends, corporations, foundations, and others with close ties to the university.
  2. All news media inquiries and requests should be directed to the Director of Communications for external communications before they are accepted. The Vice President for Institutional Advancement will communicate to external audiences on matters relating to university-wide policy positions in the absence of the President, coordinate with all other Texas A&M University System component offices of public information or the equivalent, and serve as the liaison with The Texas A&M University System's Office of Communications.
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## Related Statutes, Policies, or Requirements

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There are no related requirements.

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## Contact Office

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Contact for clarification and interpretation: Director of Communications  
(361) 825-2438