

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: The Project Management Office (PMO)
POLICY NUMBER: PMO-06
REPLACES: Revision of old policy
EFFECTIVE DATE: September 21, 2007
REVISION DATE: July 28, 2010
POSTED FROM: _____

TITLE: Interaction Research Newsletter Committee Meetings

SUMMARY:

The managing editor will coordinate and run monthly Interaction Research Newsletter Committee meetings to ensure appropriate article content is available for every publication. Every Research Support Services (RSS) department is required to have a representative at the meeting and representatives must participate in brainstorming article content.

POLICY/PROCEDURE:**The goals of this policy are to:**

- Ensure that all pertinent information regarding research or RSS is shared to faculty, staff and the research community
- Ensure that the Interaction writing workload is distributed among all departments of RSS

06-1.1 The Interaction Research Newsletter Committee meetings will occur once a month. The managing editor will send out invite requests via e-mail at least two weeks in advance to committee members. A representative from every RSS department is required to attend.

06-1.1.1 If a department has a staff member on the editorial board, the editor is sufficient to be the sole representative from their department.

06-1.1.2 If a director wants to allocate a staff member to attend the meetings in their place, the director should notify the managing editor in advance who will be attending the meeting from their group.

06-1.2 Each attending member is expected to be knowledgeable about departmental news (items) and come prepared to share ideas about possible article content. Article ideas will be discussed and refined.

06-1.2.1 Every department is required to write at least (two) articles annually. Article assignments are predetermined on a rotating schedule.

06-1.3 After the meeting, article ideas are reviewed by the president and article assignments will be distributed upon approval.

06-1.3.1 Article ideas will be evaluated on their pertinence and interest to research faculty, staff and the research community.

06-1.3.2 Article assignments will be distributed to editorial board members, committee members and contributing writers. Although departments are only required to write (two) articles per year, staff members can be assigned additional, monthly articles to write if appropriate.

06-1.4 Articles are due to the managing editor by end of day on the date scheduled for the upcoming month.

06-1.4.1 Submitted articles are subject to approval by the president and editor-in-chief and can be pulled from publication.

06-1.4.2 The issue an article is published in is at the discretion of the president and editor-in-chief.

06-1.5 Announcements are due to the managing editor by end of day on the date scheduled for the upcoming month.

06-1.5.1 Submitted announcements are subject to approval by the president and editor-in-chief and can be pulled from publication.

06-1.5.2 The issue an announcement is published in is at the discretion of the president and editor-in-chief.

Submitting Office: The Project Management Office

Approved by:

\\s\ Heather Lindemann, Director, The PMO, 7/28/10

\\s\ Richard Chan, Manager, The PMO, 7/28/10