Internal Communications is responsible for providing news and information to UA faculty, staff, students and other constituent groups.

Among the delivery vehicles for news is *Dialog*, a weekly faculty-staff tabloid that is sent to about 5,500 full- and part-time employees and 500 retirees, friends and select constituents of the University via campus mail and U.S. Postal Service. It is available on the UA website at [http://dialog.ua.edu](http://dialog.ua.edu).

The office also produces a twice weekly e-mail called *Dialog Extra* to provide timely information to all faculty and staff with active e-mail accounts. This listing of events, activities, performances, etc., is also located on the UA website at [http://dialog.ua.edu/extra](http://dialog.ua.edu/extra).

For the University’s student population, *UA Student News* provides a weekly e-mail bullet list of events, announcements and other items of interest to the general student body. UA Student News is located on the UA Web site at [http://uanews.ua.edu/student/](http://uanews.ua.edu/student/).

The newest addition to Internal Communications is *UA Retiree News*, a quarterly e-newsletter directed to retired faculty and staff members. The retiree newsletter can be found on the UA website at [http://hr.ua.edu/retiredemployees.html](http://hr.ua.edu/retiredemployees.html).

**Contact Information**

- For information about communicating with UA faculty and staff, call or e-mail Cresandra Smothers, director of Internal Communications, at 348-7661 or csmothers@ur.ua.edu.
- Benita Crepps, editor, *Dialog Extra*, 348-5937, bcrepps@ur.ua.edu
- Cathy Butler, editor, *Dialog* and *UA Retiree News*, 348-07319, cbutler@ur.ua.edu
• Submissions for Dialog, Dialog Extra, UA Student News and UA Retiree News may be submitted electronically via the following:
  - Dialog and Dialog Extra [http://dialog.ua.edu/submit-news](http://dialog.ua.edu/submit-news)
  - UA Student News [http://uanews.ua.edu/submit-student](http://uanews.ua.edu/submit-student)
  - UA Retiree News [retireenews@ua.edu](mailto:retireenews@ua.edu)

**Dialog** is the University’s publication for its faculty and staff. It is published weekly (except holiday periods) during the academic year, and periodically during the summer.

Copy and art are due to the editor by noon on Wednesdays — unless another day is specified in the production schedule — at least eight days prior to requested date of publication. On occasion, special sections or inserts may appear in **Dialog**. Content for special sections is due 14 days prior to requested date of publication.

All submissions are subject to editing. The editor reserves the rights to
  - determine in which issue a submission may appear
  - reject submissions

**Dialog Extra** is an online twice-weekly supplement to **Dialog** that is e-mailed to faculty and staff each Monday and Thursday. It lists brief announcements, activities and links to the University’s master calendar and other websites for additional information. The deadlines for submissions to **Dialog Extra** are Wednesdays and Fridays at 4 p.m.

**Guidelines for Submissions**

• All items must be submitted electronically. A call to ensure that the e-mail has been received is encouraged. If the item is of high importance or is time-sensitive, a call is expected to ensure the e-mail was successfully delivered.

• All items must be received by 4 p.m. on Wednesdays for the Thursday Extra and Fridays for the coming Monday’s issue. Any item received after 4 p.m. will be held for the next issue.

• Items may be published up to three consecutive times.

• All items must have a direct link to The University of Alabama.

• Attachments cannot be sent with **Dialog Extra**; however, a link to a Web page may be used. This Web page should be set up in advance by the party submitting the event, and the proper address must be
submitted with the notice.

- Notices should be kept to a maximum of 200 words. If the notice is longer, a link should be provided to the entire notice online.

- Internal Communications reserves the right to edit and to withhold notices.

- Internal Communications will strive to have Dialog Extra distributed before 3 p.m. on the day of distribution.

- All notices must have a contact person (either by phone or by e-mail).

- On occasion, special stand-alone notices will be issued by some offices in the University. These include messages from the Emergency Planning Group, UA Police Department, Information Technology, and the offices of the president, provost and vice presidents. All other items will be placed in Dialog Extra.

**Acceptable items include**
- Important administration notices
- University policies
- HR announcements
- Open meetings
- University-sponsored initiatives
- Events, lectures, workshops and information sessions hosted on or off campus by a member of the UA community (staff, faculty or student) in the name of UA
- Events held on campus but not necessarily hosted by a UA member
- A UA-sponsored event

**Items which will not be included**
- Advertising or fundraising for any non-UA group, even if a UA community member is affiliated with it
- Events or achievements of past UA members (exception: professors emeriti, chancellor, alumni)

---

**UA Student News** is designed to communicate more effectively and efficiently with students. Rather than receiving separate e-mails from student organizations and UA administrators and divisions, students receive one e-mail per week that compiles relevant information into one comprehensive, text-only format. The publication has a student coordinator.

- Weekly e-mails are archived on the UA News Web page and easily accessible from the SGA website and myBama.
• Students continue to receive department-specific and organization-specific information from their colleges, professors and other groups.

• UA Student News is distributed on Tuesday evening and features information from Wednesday to Wednesday.

---

**UA Retiree News** is a quarterly e-newsletter directed to retired faculty and staff members. Each issue includes a greeting from a UA administrator, a profile of a retiree, and news and information such as updates on UA’s endowment efforts, campus growth, enrollment, events and activities. Professional achievements of retirees, such as awards, publishing efforts, conferences attended or papers presented, are also featured. Submissions may be sent electronically.

Past issues of **UA Retiree News** are archived on the Human Resources Web site at [http://hr.ua.edu/retiredemployees.html](http://hr.ua.edu/retiredemployees.html)

Contact information:

To subscribe, send an e-mail with “subscribe” in the subject line to retireenews@ua.edu.

**UA Retiree News** is issued in January, April, July and October. Submissions are requested at least three weeks before issue. Submissions may be sent electronically to retireenews@ua.edu.