

<b>Policy Name:</b>	<b>Carleton's Top5</b>
<b>Originating/Responsible Department:</b>	<b>University Communications</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>May 2015</b>
<b>Last Updated:</b>	<b>January 2022</b>
<b>Mandatory Revision date:</b>	<b>January 2027</b>
<b>Contact:</b>	<b>Director, University Communications</b>

**Purpose:**

The purpose of this policy is to outline procedures, content and responsibilities for Carleton's Top5 newsletter which is regularly distributed to staff and faculty.

**Scope:**

This policy applies to all University departments and units. Carleton's Top5 is an electronic bulletin for the internal Carleton community of faculty, teaching assistants, contract instructors and administrative staff. The items published here are for these audiences only. Its main objectives are to share administrative information, campus news, employee events and information affecting the internal community only.

**Procedure:**

Faculty and staff will automatically activate a subscription to Carleton's Top5 daily newsletter by logging into the Faculty-Staff Intranet <http://i.carleton.ca/>.

In order to ensure that the Top5 covers the highest impact items for the campus community, contributions from across the university are encouraged.

Events that will be accepted for inclusion in the Top5 include large-scale events, available employee training and development courses, policy announcements and general information items intended for faculty and staff.

News and event items can be submitted for inclusion in the Top5 by completing the submission form <https://i.carleton.ca/help/submission-form/>

Messages are limited to a maximum of four (4) appearances total in Carleton's Top5 and may appear no more than twice on one week.

For further information on guidelines please refer to Intranet Publishing Guidelines or contact the Department of University Communications.

**Roles and Responsibilities:**

The Department of University Communications is responsible for collecting, editing and posting news and announcement for the Top5 which is circulated five days per week. At certain times of the year (major holidays and portions of the summer) Carleton's Top5 is published on as-needed basis.

Carleton faculty or staff can submit items for inclusion in the Top5. The deadline for submission is noon the business day prior to the desired day of publication and submissions are strictly limited to 100 words in length.

University Communications reserves the right to edit or refuse any submission.

**Contacts:**

Director, University Communications

**Related Policies:**

Advertising Policy