

UNIVERSITY POSTING AND ANNOUNCEMENT POLICY PROPOSED CHANGES

Administrative Council

October 2, 2019

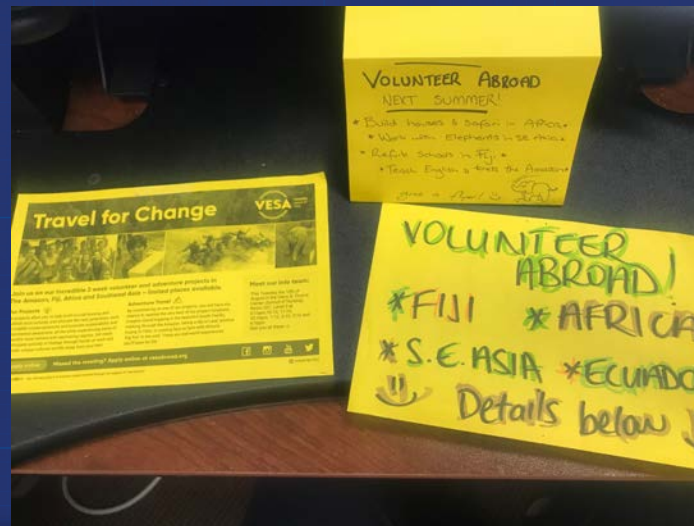
CURRENT POLICY



The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety and may be banned from accessing campus facilities and grounds. Campus Information and Visitor Services will enforce the posting policy in Edgewater Hall, the James M. Baker University Center and the outdoor kiosks. Campus Life will enforce the posting policy in the Student Activities Center. For other academic and administrative facilities, please notify the appropriate administrative unit of any infraction. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed.

CURRENT POLICY

Posting privileges for approved activities, events, programs, meetings, and announcements on campus are limited to recognized student organizations, athletics, academic and administrative units. Non-University persons, businesses, vendors or non-profit organizations are strictly prohibited from posting advertisements, event announcements or services on campus.



CURRENT POLICY

The current policy contains sections detailing place, manner, attachment method, time limits, required content, approvals and other details such as:

Posters, signs or flyers sponsored by student organizations, athletics, academic and administrative units must be posted on campus bulletin boards designated for **general use**. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to the classroom door. Bulletin boards designated for department information may not be used for non-departmental postings.



Posters, signs, flyers, or banners may not be posted for more than two (2) consecutive weeks.

An accessibility statement notifying individuals with disabilities on how to request accommodations or obtain alternate formats must be included on all posters, signs, or flyers. The accessibility statement **must** be legible. Postings without the accessibility statement will be removed.



Student Organizations are required to have all posters, signs and flyers approved and stamped by the Department of Campus Life before posting. The Department of Campus Life requires a minimum of one (1) business day to process, approve and stamp all submitted posters, signs and flyers.

(Academic Units and Departments do not need approval, but they are required to include the disability statement on all postings).



Who is responsible for the placement of flyers?

- Campus Information and Visitor Services is responsible for the James A. Baker University Center, Edgewater Hall, and the outdoor campus kiosks.
- Campus Life is responsible for the Student Activity Center.
- Student organizations, academic and administrative units wanting to put up posters, signs, and flyers in other buildings on campus may do so providing **all posting policies are followed.**

Sign Holder Examples



8.5 x 11
11 x 8.5



11" x 17"
22" x 28"



Suction Cup Rails
for Non Standard
Size Signs



Free Standing
22" x 28"
Poster Holder

Challenges of Current policy

1. Policy is not widely known and is difficult to find.
2. Insufficient general use bulletin board space in high traffic areas in each building.
3. The cost of purchasing sign holders is prohibitive to individual departments and student organizations.
Office tape, duck tape, packing tape, staples, push pins, thumb tacks, and sometimes small nails and glue have been used.
4. Flyers are often not removed after event is over.
5. Many flyers are put up a month or longer before the event (two weeks is the limit with a few exceptions).
6. Buildings and grounds are not routinely monitored for expired, unapproved, or non-university postings.

PROPOSED CHANGES

- Charge Campus Information and Visitor Services (CIVS) with the responsibility of posting, monitoring, and removing expired, unapproved, or non-university campus postings.
- CIVS would serve the university as a one-stop-shop for campus postings saving departments and organizations labor and supplies expenses while ensuring posting policies are followed and postings are displayed in sign holders that will not damage windows, doors, and walls.
- Establish Campus Posting Committee to review and recommend possible revisions to the posting policy.

