

Faculty/Staff Bulletin Board Posting Policy

Note: The Student Bulletin Board Posting Policy is located on the Student section of the web-site.

- Posting for events and other campus activities should be displayed for a maximum of three weeks. Course information, academic programs, etc. may be displayed for the duration of a semester. Any postings that are worn, torn or otherwise distressed should be replaced sooner. The expiration date of all postings must be marked clearly in the lower right hand corner.
- Postings may only be placed in designated areas. There are 19 locations available for general postings and one location for the exclusive use of Student Organizations (in Pilla). The list of locations follows the description of the policy.
- One posting per event on each bulletin board is permitted.
- Postings indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms. Other existing strips may be used for general postings.
- Posting is not permitted on woodwork, doors, windows, walls or bulletin board frames.
- There shall be no posting of notices on any trees, buildings, utility poles or campus sidewalks. Sidewalk chalk is permitted on sidewalks only.
- Posters, promotional materials or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across the corridors of buildings, on the outside of buildings or between structures without special permission from the Facilities Department.
- Only pushpins are permitted for posting. Taped or stapled items will be removed.
- Postings must clearly indicate the sponsoring organization, and include a contact person or office and phone number.
- All postings must be removed by the sponsoring organization within 3 days after the event. Any posting that does not have the required expiration date will be removed.
- Postings of a personal nature (selling something, personal business ad, etc.) are only permitted on the bulletin board in the Mullen Commuter Lounge.

Pilla

1st floor

1. Above water fountain
2. Near vending machine
3. Two new 8 x 4 to the right of PC 137 for Student Organization postings only
4. On the new kiosk near the reception desk

2nd floor

5. Outside elevator
6. At west entrance, on left wall in hallway

Dauby

Lower Level

7. At south end between stairwell entrance and storage room

1st floor

8. At north entrance, through doorway by glass case

9. By DB101 over bench

2nd floor

10. Near copy machine

O'Brien Athletic Center

1st floor

11. Between sliding glass doors

2nd floor

12. Between OC 203-205

Mullen

1st floor

13. On wall opposite entrance to vending by Campus Ministry
14. On the blue wall in hallway from Besse Library
15. Across from the elevator

2nd floor

16. Across from lounge area by 213 and 214 to replace existing strip

3rd floor

17. Between elevator and stairwell
18. Across from lounge area by 313 and 314 to replace existing strip
19. Across from MU317

Fritzsche

20. On the landing of stairs leading up to Daley – right wall