



UNIVERSITY POLICY

STUDENT LIFE POLICIES

Number: 705

Subject: Posting Policy

Covered Individuals: UIU Employees, Students and Visitors

Covered Locations: Fayette Campus; the section on postings that will not be approved is applicable to the Centers as well

Effective Date: November 7, 2018

Date of Latest Revision: September 1, 2021

PURPOSE

Upper Iowa University is committed to the highest ethical standards of conduct and posting of information in line with our respective handbooks. To help maintain those standards, the University seeks the help of the University community to raise concerns and report, in good faith, any posted materials that an individual reasonably considers unethical, illegal, fraudulent, or in direct violation of University policy. An additional purpose of the posting policy is to keep the UIU buildings looking the best they can in an organized fashion.

DEFINITIONS

N/A

POLICY

CAMPUS POSTINGS - All posters, signs, or notices made for display (e.g., sidewalk chalk, yard signs, etc.) pertaining to campus information and events must be approved through Student Life. Any Student Life staff member is permitted to approve postings.

All approved posters, signs, and notices must be stamped "STUDENT LIFE" by a Student Life staff member. The "STUDENT LIFE" stamp signifies that the posting is acceptable. Once postings are approved and stamped, they may be placed on bulletin boards across campus. No postings should be placed on windows, entryway glass panels, doors, or car windows or doors. If tape is needed for placement, it may NOT be duct or scotch tape; painter's tape is required. Should a poster or sign be put up without prior approval, or in an incorrect location, it is subject to removal. Those who post signage are also expected to take it down in a timely manner. University staff will remove inappropriate signage, as well as outdated materials from bulletin boards, when necessary.

**Please note that faculty and staff do not have to get permission from Student Life to post work-related material as long as such material is otherwise consistent with this policy.*

Postings that will NOT be approved include, but are not limited to, the following:

- Promotion of alcohol use (only educational posters on alcohol will be accepted)
- Abusive, discriminatory, embarrassing, threatening or harassing signage that implies illegal actions (sale of weapons, alcohol, or any other substances, etc.)
- Anything violating the University codes of student conduct
- 3rd party promotions without prior approval
- Postings supporting a particular political party or candidate for electoral office

Questions about the posting procedures may be addressed to Student Life.

**Please note that the plastic sign holders that are supplied around campus are for Student Life and departmental events and information specifically. Therefore, only Student Life and other University departments will be allowed to post their signs within the plastic sign holders. Materials can be posted on all other bulletin boards and posting areas.*

POSTING TO THE STUDENT CENTER TELEVISIONS - The PowerPoint slide show for the televisions in the student center is controlled by the Student Activities office. The PowerPoint will be updated regularly. Requests to include slides or flyers should be sent to the Director of Student Engagement and Leadership. Approval and length of run will be determined by the Student Activities office.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

N/A

CONTACTS

Acting as the policy owner, the Director of Student Engagement and Leadership and the Assistant Vice President for Student Life are responsible for answering questions regarding the application of this policy.

SANCTIONS

N/A

HISTORY

- October 1, 2003 – Procedure was approved
- August, 2011 – Procedure was updated
- November, 2013 – Procedure was amended to include OCM additions
- November 5, 2018 -- Procedure was redrafted as Policy and recommended by University Policy Committee (UPC)
- November 7, 2018 – Policy was approved by the President’s Council

- July 19, 2021 – Student Life expressed interest in extensively revising the Policy. Proposed changes were sent to Student Life and OCM.
- August 16, 2021 – Two more changes were made and sent out for comment.
- August 30, 2021 – With all changes made, UPC recommended the policy to the President’s Council.
- September 1, 2021 – President’s Council recommended the revised policy to the President, and the President approved it.