Section 2 Subject 2.6 **Policy 2.6.6**	General Administrative Policies and Services Facilities Use **Posting of Notices on Institutional Communication Venues**	04/15/96 - Originated 10/14/10 - Reviewed w/ changes - Reviewed w/o changes Public Affairs- Author

Posting of Notices on Institutional Communication Venues

Definition

Institutional communications venues: are defined as print or electronic venues for mass dissemination of information. They include, but are not limited to, the main internal and external web pages, the employee newsletter, TV monitors and bulletin boards maintained by the Office of Public Affairs..

Policy

With the exception of Daily Announcements and the Events Calendar, the Office of Public Affairs is responsible for approving and posting all notices on institutional communications venues. Information to be displayed on these venues must relate to official university business or UTMB-sponsored events and activities.. While similar venues are maintained by other departments (e.g., bulletin boards within office areas, department web pages), responsible entities are strongly encouraged to follow similar criteria for postings to ensure proper use of university resources.

Daily Announcements and Event Calendar postings are submitted by trusted requestors for each department; trusted requesters are responsible for ensuring their messages comply with the guidelines.

Guidelines

- All notices, advertisements and/or announcements to be posted on institutional communications venues must relate to official university business or UTMB-sponsored functions or programs that directly support the university's mission of scholarly teaching, innovative scientific research, state-of-the-art patient care, and community service.
- Items to be posted on venues maintained by the Office of Public Affairs must be approved by that department to ensure uniformity and consistency with these guidelines.
- Notices, advertisements or announcements must be for non-profit purposes.
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References

Regents' Rules, "Use of Facilities", Series 80104
UTMB Student Handbook, pg. 51, Use of Facilities, Section 3
IHOP 2.19.6 Information Resources Security
Institutional Bulletin Boards – Guidelines and Procedures
Daily Notice Guidelines

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