Institutional Bulletin Boards—Procedures and Guidelines

The Office of Public Affairs maintains locked bulletin boards located in various public areas of the Galveston campus. The following guidelines govern use of this institutional communications resource. All items must be approved by Public Affairs before posting.

What Can be Posted

- Legally mandated notices relating to the campus at large
- Emergency notices that apply to the entire campus
- Announcements promoting events or initiatives that are sponsored by a UTMB department and support the university's mission

What Cannot be Posted

- Advertisements regarding for-profit activities
- Political announcements
- Any announcement that contradicts UTMB's mission, vision or values

General Guidelines

- To request a posting, contact the Office of Public Affairs at ext. 22618, or send posters/flyers with any special requests regarding dates of posting, to Public Affairs at route 0144.
- Except in the case of a life-safety emergency, notices must be received in the Office of Public Affairs by close of business Monday for posting that week.
- All notices should contain the UTMB logo.
- Dated notices will be removed the week after the date on the notice.
- Undated notices will be removed after no more than 30 days of posting.
- Promotional notices can be no larger than 11" x 17".
- Public Affairs will determine placement of notices on each bulletin board.
- Public Affairs reserves the right to remove existing notices when necessary to accommodate new notices. Legally mandated items and emergency notices will be given top priority whenever space is limited.
- Please proofread your notice carefully before submitting it for posting. Public Affairs does not routinely proofread bulletin board notices (although each is reviewed for appropriate content and we may call you if we notice an error during that process).