

## SECTION 19

### POSTINGS

UT Tyler encourages intra-campus posting of information in the interest of enhancing student and campus life and expanding opportunities for learning and cultural enrichment. Students, faculty, and staff are free to express their views subject only to rules necessary to preserve the equal rights of others and the other functions of the university.

Director of Student Engagement may withhold approval for any poster in violation of this policy. Have your student, faculty, or staff ID when you bring the sign/flyer/poster (signage) or banner to UC 3400 for approval. Be prepared to leave your sign/flyer/poster or banner with Student Engagement with your name and contact information.

#### Materials Posted on Campus Must be Submitted by

- a registered faculty, staff, or student organization
- an administrative or academic department

#### Acceptable Reasons for Posting

- Advertisement by individual students, faculty or staff for roommates, subleases, or sale of personally owned and used property
- Event or fundraiser hosted by faculty, staff or student organizations that benefits:
  - The faculty, staff, or student organization
  - An off-campus, tax-exempt organization

Advertisements for an off-campus group will NOT be approved for posting.

#### Size Requirements

A sign/flyer/poster should be no larger than half of a regular poster board (14 in. x 22 in.). This is necessary to allow all students, faculty, and staff an opportunity to advertise in limited areas.

#### Posting Duration and Location

- **Banners**
  - When approved, may be posted for one week and may be renewed for one additional week.
  - Banner space should be reserved ahead of time to guarantee availability.
- **Bulletin Boards Only** – [A list of active boards can be located here.](#)
  - Approval
    - Signs/Flyers/Posters/Etc. (Signage) must be stamped by the Department of Student Engagement (University Suite 3400). This includes all students, student organizations, faculty, and staff.
      - Distance campuses may email [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) for stamp approval.
      - Electronic signage may be sent to the same email above.
    - Approved signage may be posted for 14 days and then must be removed by the posting organization/individual.
    - Approved signage should be **removed within 24 hours of an event** by the posting organization/individual.

- Any signage that has an expired stamp, is not stamped, or found lying on the ground or affixed to any surface will be disposed of accordingly.
- Location
  - Approved signage must be posted on bulletin boards only
  - Exception RBS and RBN: signage may be taped to the glass around the stairwells until bulletin boards are placed in the building.
  - Any signage in unauthorized locations will be disposed of accordingly.

### **T-Stand Advertising**

- T-stand flyers will be displayed for one week at a time and must be for events that are NOT in the upcoming 7 days.
- Flyers must be submitted to Student Engagement by 5:00 pm Friday for placement the following Monday.
- Flyer placement is available for faculty, staff, or student organizations or for administrative or academic departments.
- Available T-stands will be evenly divided between all organizations that submit flyers for the week, except for events hosted by Student Engagement.

A-frames and T-stands MUST not block egress.

As a UT Tyler representative, it is important to follow The University of Texas System's and UT Tyler's policies. If you are unsure or need further information/clarification on these policies, please consult Chapter 6 of the [Manual of Operating Policy and Procedures for Student Affairs](#) or [UT System Regents' Rules](#).

Questions about this policy can be directed to Student Engagement at [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu).