JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: V:02:03 **DATE: August 1, 2000**

REVISION DATES: March 2021, September 2026

SUBJECT: Utilization of Electronic Message Board at Montgomery Building

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

To define the process that University employees must follow when utilizing the Theron Montgomery Building (TMB) electronic message board.

POLICY

The electronic message board located outside the TMB is to be utilized only for University sponsored events.

The Chief Marketing Officer has established the following policy and procedure for utilization of the message board.

1. All messages on the board will promote University events only.
2. All messages must be approved by the College Dean, Department Head or Director of Department requesting announcement prior to request. This approval depends on who is responsible for the announcement request.
3. University employees can submit the request on the Marketing & Communications website via the electronic form which can be found at www.jsu.edu/marketingcommunications. Request must be submitted a minimum of ten (10) days prior to the event.
4. Off-Campus events cannot be advertised.

Marketing and Communications will conduct a formal review to screen any published material for intellectual property and privacy compliance prior to any publication in compliance with Policy II.05.03 (Intellectual Property).

RESPONSIBILITY

The Vice President for Marketing and Communications is responsible for this policy.

EVLUATION

This policy will be evaluated at least every five (5) years.