



### 2.1.5 Postings

Chapter 2 - General	Original Effective Date: January 2001
Section: 2.1 Official Publications	Date Last Reviewed: October 2010
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: October 2010

#### I. Purpose

To establish the manners for displaying public postings by the UT Health San Antonio community.

#### II. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

#### III. Policy

##### A. General Policy

Departmental and individual postings are not permitted on UT Health San Antonio's (UTHSA) public interior and exterior walls, windows, doors and elevators. These postings include advertisements, directional signs or similar notices. If a department or sponsors of an official UTHSA event choose to post directional or informational notices, production work and easels to display the signs should be requested at cost from the Office of Educational Media Resources, or signs can be approved by the Dean's Offices for buildings located outside of the main entrance of the School of Medicine. The cost of producing and the work for setting up and removing the signs will be borne by the office requesting the signs. All signs should have a professional appearance. The content of easel-mounted signs in UTHSA hallways and public areas should be preapproved by the Office of External Affairs or the Dean's Offices as noted above.

##### B. Public Bulletin Boards

UTHSA has public bulletin boards placed throughout UTHSA. Individual postings on these boards should be no larger than 8 1/2 by 11 inches, with appropriate language and graphics. UTHSA telephone numbers, except for research and clinical activities and UTHSA events, are not allowed to be used on individual notices or advertisement

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postings. Each individual is responsible for the removal of their own notices after a reasonable period of time. UTHSA is not responsible for removing notices from these boards unless the notice is deemed inappropriate. There is no guarantee that notices placed on public bulletin boards will remain posted, due to the actions of other individuals.

### IV. Definitions

*There are no defined terms used in this Policy.*

### V. Related References

*There are no related documents associated with this Policy.*

### VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
01/2001	Policy Origination		
10/2010	Policy Revision		