

MEMORANDUM

TO: Committee on Student and Campus Community (CSCC)

FROM: Steering Committee

RE: Review of Interim Posting Policy

DATE: October 18, 2017

Background:

On October 2, 2017, the Director of Student Involvement, David Conner, announced changes to the college's posting policy. At the same time the General Counsel, Thomas Mahoney, informed Steering that it would issue the draft changes as an interim policy. Steering has determined that this interim policy requires governance review. The Interim Policy is attached.

Charge:

Steering asks CSCC to review this interim policy to determine whether it addresses the current needs of the College and to develop a preliminary recommendation for a permanent policy. At Step 2, in considering its recommendation, CSCC should solicit input from the Director of Student Involvement, David Conner, as well as anyone identified by Mr. Conner as essential in the development of the Interim Policy. Additionally CSCC should solicit preliminary testimony from the Office of General Counsel and the Student Government Executive Board as well as other individuals and offices deemed appropriate by CSCC.

Following this work, CSCC should either develop a preliminary recommendation altering the interim policy or share the interim policy with the campus as its preliminary recommendation. CSCC should seek testimony from the campus community in accordance with Tier III guidelines (given below), including open fora held in conjunction with meetings of the Student Government, the Staff Senate, and the Faculty Senate.

Testimony Tiers: Tier III

Timeline:

CSCC should review and update these policies by the end of the Fall 2017 semester.

TCNJ Governance Processes

Step 1 – Steering issues a charge

Step 2 - Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary

recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3 – The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see page 24) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4 – Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.

When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5 – Steering considers the Final Recommendation

Step 6 – The Provost and/or President and Board consider the Final Recommendation

Step 7 – Steering notifies the Campus Community

Testimony Tier III – The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

Written feedback should take the form of a survey and/or email feedback. Oral feedback should take the form of public testimony at a meeting of the appropriate representative body or bodies (as identified by Steering). These meetings should be open to the general public, and publicized so that individuals not represented by that group but interested in the issue may attend. Following that meeting, the representative body may, at its discretion, issue a formal response to the preliminary recommendation, which should be sent to the relevant council or committee as well as Steering. On the completion of a final recommendation, this response should accompany the final recommendation to Steering, and it should be considered as part of Steering's final review.

For a complete description of all steps and of the other testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21 – 24.

Section:	
Title:	Posting Policy
Effective Date:	August 2017
Approved By:	Vice President of Student Affairs
Responsible Unit:	Division of Student Affairs/Office of Student Involvement (609) 771-2466, involvement@tcnj.edu
History:	2005, Revised 9/25/17
Related Documents:	

I. INTRODUCTION

This policy outlines criteria and process for posting materials in designated locations including, but not limited to, designated campus bulletin boards, sidewalks, Brower Student Center Digital Signage, lawn signs, the Green Lawn Wall, and stanchions on campus. Process is also provided for the documentation of violations and their referral to Student Conduct and Dispute Resolution Services and/or the appropriate Dean.

II. DEFINITIONS

- A. Designated Campus Bulletin Boards - Bulletin boards that have been allocated for use through the Posting Policy.
- B. "Office of Student Involvement Staff" includes any person employed by the Office of Student Involvement including all professional staff, graduate assistants, and office assistants.
- C. On Campus Department - a designated area recognized and named by The College of New Jersey.
- D. "Recognized Student Organization" or "RSO" - a Student Organization at The College of New Jersey that is recognized or is petitioning for expansion or recognition by the College and one of the following entities: Student Government (Clubs & Organizations), Inter-Greek Council (Fraternity/Sorority life), or the Sports Club Council (club sports)
- E. Third Party - Any individual, group, or entity that is not a TCNJ Recognized Student Organization or On Campus Department.

III. POLICY

The Office of Student Involvement is charged with approving all materials to be posted on campus.

APPROVAL OF CONTENT

The Office of Student Involvement will approve content that does not:

1. Advertise or promote discounted alcohol sales or happy hours
2. Endanger the health or safety of an individual or group
3. Utilize sexually explicit or obscene material
4. Violate the New Jersey Criminal Statute on Harassment which states communications may not be in “offensively coarse language, or any other manner likely to cause annoyance or alarm”
5. Promote activity or content that would be a violation of the TCNJ Student Conduct Code, Title IX Policy, or Student Organization Privileges and Responsibilities (all of these can be found at <https://conduct.tcnj.edu/resources>), or other College Policies.

Additionally, all materials must include the full name of the sponsor(s) written in English. Abbreviations of sponsor name are not acceptable.

APPROVAL PROCESS

1. Materials will be reviewed during office hours, Monday - Friday 8:30 am - 4:30 pm. All events must be submitted online through [Lion's Gate](https://lionsgate.tcnj.edu/submitter/form/start/136013) before it will be approved. (<https://lionsgate.tcnj.edu/submitter/form/start/136013>)
2. Once materials are approved, the primary contact will receive notification.
 - o Organizations and Departments that wish to have their flyers printed in black and white may request the Office of Student Involvement to do so on their behalf (for free).
 - o Organizations and Departments that want color versions of their material must provide no more than 25 copies to the Office of Student Involvement.
 - o Third Party groups should see the Third Party Posting section below
3. The Office of Student Involvement will hang and distribute flyers to designated areas and remove outdated materials from designated campus bulletin boards. Materials posted outside of designated campus bulletin board locations and outside of space maintained by a campus department or school will be removed and discarded.
4. Flyers will be distributed every Tuesday and Friday morning. To have flyers hung by Tuesday, materials must be submitted Monday before at 12 pm. To have flyers hung by Friday, materials must be submitted Thursday before at 12 pm.
5. If materials are denied, the point of contact will receive notification with a reason for the denial and will have the opportunity to edit materials and resubmit at a later date

Who May Approve Materials for Posting, Banners, Chalking, etc.?

1. Only members of the Office of Student Involvement may approve requests for posting, banners, chalking, directional signage, etc. The Office of Student Involvement approves all content that will be promoted around campus. Departments and Student Organization may need to work with other offices (ex: Brower Student Center, Academic Departments) to reserve actual space.

Procedure for Posting Flyers on Approved Bulletin Boards

1. A list of 50 approved bulletin boards across campus has been established by the Office of Student Involvement.
2. Only one approved item per event will be posted on any single bulletin board. Items may not be larger than 11" x 17".
3. All requests to post materials must be submitted through [Lion's Gate](#) to the staff in the Office of Student Involvement.
4. All requests will be reviewed within 1 business day.
5. A confirmation notification via Lion's Gate will be sent to the submitter once materials have been approved or to identify why material was not approved.
6. Approved materials will be digitally stamped indicating the item has been "Approved for Posting".
7. All flyers will be printed in grayscale (black and white) by the Office of Student Involvement. Requests for colored paper will be accepted dependent upon availability of requested paper color.
8. Departments and Student Organizations wishing to post in color may request to have a digitally approved version of their flyer returned to print on their own. Departments and Student Organizations must deliver these printed flyers to the Office of Student Involvement for distribution (50 copies please - if less copies are submitted, flyers will be posted but not in all locations).
9. All approvals will last for 30 days or until the advertised event has passed.
10. All approved materials will be hung on designated bulletin boards by the Office of Student Involvement staff.
11. Any expired or unapproved postings will be removed and discarded by the Office of Student Involvement staff.
12. Postings made on any non-designated spaces (e.g. Community Advisor bulletin boards, bathroom stalls, windows, walls, pillars, street lamps, trees, etc.) will be removed and discarded.
13. Violations of this policy will be referred to the Office of Student Conduct and Dispute Resolution Services and/or appropriate Academic Dean.
14. A Third Party group should refer to the Third Party Posting section below.

Green Lawn Wall

1. An email will be sent out to the entire campus community each semester taking requests for identified weeks throughout that semester.
2. Weather permitting, Green Lawn Wall reservations will run for 8 days, from Wednesday through the following Thursday.
3. The wall will be divided into two (2) 10 x 8 spaces, allowing two (2) concurrent advertisements.
4. Language and information on green lawn wall must comply with the APPROVAL OF CONTENT of all items approved by the Office of Student Involvement.
5. All designs must be submitted to the Office of Student Involvement for approval along with your requested date of assignment.
6. To provide a professional and consistent look and feel to the Wall, the Office of Student Involvement will provide graphic artists to paint the wall at no charge. No individuals, organizations, or departments will be permitted to the wall themselves.
7. Designs will only be painted in the following colors: White, Grey, Black, Yellow, Green, Purple, Blue, Brown, and Red.

8. A Third Party is not eligible for this method of advertising.

Banner Approval and Guidelines

1. All banner requests must be submitted through [Lion's Gate](#) to the staff in the Office of Student Involvement.
2. The Office of Student Involvement has established 10 banner posting locations inside the Brower Student Center.
3. Priority for Banner postings is given to RSOs.
4. All Banner requests must be submitted at least 3 business days prior to hanging request reservation.
5. All Banner material must be sized in a high resolution .jpg, .png, or .eps to print on a 3' x 5' banner.
6. Language and information on banners must comply with the same content requirements required of all items approved by the Office of Student Involvement. See the "APPROVAL OF CONTENT" section above for more information.
7. Permission to hang banners will be granted for seven days from Wednesday to Wednesday, on a first come, first served basis. Reservations may be made up to six weeks in advance of the first day you wish to hang your banner. Any non-use of a reserved space is also a violation.
8. Only one banner per student organization, office or department will be approved per event. Due to limited availability of space, non-TCNJ sponsors are not permitted to hang banners.
9. Student organizations, offices or departments are eligible to reserve banner space up to four times per semester, including consecutive weeks, however, different banners must be used each week advertising different programs.
10. Banners for student organizations will be printed and hung by the Office of Student Involvement for a fee of \$10. Fees must be paid through a Student Organization's SFB account..
11. Banners for campus departments will need to be printed at The College of New Jersey library on their banner printer in a 3'x5' landscape sizing and then brought to the Office of Student Involvement.
12. NO HOMEMADE BANNERS WILL BE PERMITTED.
13. A Third Party is not eligible for this method of advertising.

Sidewalk Chalking Approval and Guidelines

1. Requests to chalk sidewalks must be submitted through [Lion's Gate](#) to the staff in the Office of Student Involvement.
2. A limit of two sidewalk chalking requests will be permitted each week per recognized student organization or department.
3. Locations will be assigned on a first-come, first-serve basis. Each request will be allotted 3 locations, per request.
4. A copy of the language and or a sketch of any drawings that are to be chalked must be included with the submission.
5. Language and information for sidewalk chalking must comply with the same content requirements required of all items approved by the Office of Student Involvement.

See the "APPROVAL OF CONTENT" section above for more information.

6. A staff member from the Office of Student Involvement will contact the individual submitting the Sidewalk Chalking Request Form to make them aware of the availability of space.
7. Only sidewalks approved on each form may be chalked.
8. No structures other than approved sidewalks may be chalked, this includes steps and building exteriors.
9. Only water soluble chalk may be used.
10. A Third Party is not eligible for this method of advertising.

Digital Signage

Digital signage will be made available for a nominal fee. To inquire about the usage policy and pricing structure, please contact the Brower Student Center at stureq@tcnj.edu.

Other

Any other forms of Campus advertising must be submitted to the Office of Student Involvement for Approval. Methods of advertising not outlined in this policy are subject to approval by the Office of Student Involvement and will be subject to the same Approval of Content Criteria.

Lawn Signs

1. Requests to utilize lawn signs must be submitted through [Lion's Gate](#) to the staff in the Office of Student Involvement.
2. A copy of the language and or a sketch of any drawings that are to be used on the lawn sign must be included with the submission.
3. Language and information for lawn signs must comply with the same content requirements required of all items approved by the Office of Student Involvement. See the "APPROVAL OF CONTENT" section above for more information.
4. The submitting organization is responsible for the product and fabrication of their own lawn signs.
5. A staff member from the Office of Student Involvement will contact the individual submitting the Lawn Signs request to make them aware of the availability of space.
6. A marked campus map will be sent to the submitting organization identifying locations approved for their Lawn Signs.
7. The submitting organization is responsible for the proper deployment of their signs.
8. Lawn signs will be approved for 7 days or until the day of an event.
9. All Lawn signs must be removed by the organization and/or department upon expiration.
10. A Third Party is not eligible for this method of advertising.

Stickers

1. Requests to utilize sticker advertisements must be submitted through [Lion's](#)

- [Gate](#) to the staff in the Office of Student Involvement.
2. A copy of the language and or a sketch of any drawings that are to be used on the sticker must be included with the submission.
 3. Language and information for stickers must comply with the same content requirements required of all items approved by the Office of Student Involvement. See the "APPROVAL OF CONTENT" section above for more information.
 4. The submitting organization is responsible for the product and fabrication of their own stickers.
 5. Each organization is limited to two Library Cafe cup sleeves sticker campaigns per semester
 6. Each campaign will last one week starting on Monday and ending on Sunday.
 7. Organizations can use up to 500 stickers per campaign
 8. Each sticker should not exceed an individual size of 4.5" x 2.75" or 2.5" in diameter if circular.
 9. The submitter is responsible for coordinating their plan to place stickers on sleeves with Sodexo/Dining Services.

Third Party Posting

1. All Third Party postings will be subject to the same processes outlined in **Procedure for Posting Flyers on Approved Bulletin Boards**
2. Third Party postings will be limited to display on bulletins located in the Brower Student Center

IV. Violations of Posting Policy

1. Materials posted in violation of the posting policy will be forwarded to the Office of Student Conduct and Dispute Resolution Services or the appropriate Academic Dean with a description of the violation.
2. Sanctions for violations may include: a letter of warning, loss of posting privileges for a semester or year and/or restitution for damages.

V. RELATED DOCUMENTS

Materials to be posted must adhere to the College's policy against Personal Abuse as cited in The College of New Jersey Student Conduct Code located on-line at:

https://conduct.tcnj.edu/files/2016/09/StudentConductCode_Final-Approved_07.05.2016-8.9.16-update.pdf

V. HISTORY

2005, 9/25/17