

RUSS CENTER AND JOSHI CENTER POSTING POLICY

Wright State University Policy Number 3003 is quoted in part for information:

"3003.1 Bulletin Boards, Signs, and Other Objects

Permanent or temporary installation of bulletin boards, signs, or other objects in hallways, stairways, doors, or windows located in general circulation areas and student body study lounges must have prior written approval from the dean or administrator responsible for those areas. Objects installed in violation of this policy will be removed. This policy does not apply to private offices and areas dedicated for use by designated individuals and/or units."

The posting policy for the Russ Center and Joshi Center supplements the university policy and is intended to provide a structured media for communication among faculty, staff, and students while maintaining reasonable cleanliness and appearance of the buildings. The guidelines listed below are intended to achieve this goal.

Faculty or GTA/GRA office hours may be posted in the Russ Center holder or on the Joshi Center posting board located outside of each faculty office or laboratory door. Items shall not be posted on office or laboratory doors without the written approval of the dean.

CECS student organizations may post announcements, flyers, etc. inside the glass showcases located in the hallways outside the Alumni Student Club Center (163 RC) at their own discretion and within University policy. Additionally, the bulletin board in the Student Study Lounge (158 RC) may be used for time sensitive communication with students. This bulletin board will be managed by the CECS Student Government representative. Postings from faculty and students should be submitted to the dean's office (405 RC) and should include a copy of the posting and the contact information of the individual requesting the posting. The CECS Student Government representative will pick up, approve, post and maintain a file of the announcements, flyers, etc.

RUSS CENTER AND JOSHI CENTER CLASSROOMS

No beverages or food are allowed in the classrooms.

Do not move chairs, tables, overheads, etc. from one classroom to another without permission from the dean's office.

Authority: Dean, April 2007