



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.03, Posting of Notices on TTUHSC EL PASO Property

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a standard for the location of approved printed matter posted in or on TTUHSC El Paso facilities. While this policy/procedure is not intended to establish the type of material that may or may not be posted, TTUHSC El Paso reserves the right to determine the appropriateness of materials and to approve or deny posting privileges. In addition, this HSCEP OP establishes a prior-to-posting approval procedure for all printed materials with the intention of preserving the professional appearance and architectural finishes of all TTUHSC El Paso facilities.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even numbered year (ENY) by the Asst. Vice President for Student Services, Assistant Vice President (AVP) for Business Affairs, Chief of Texas Tech Police, and the Managing Director for Facilities & Services or designees, with recommendations for revisions submitted to the President by October 15.

POLICY/PROCEDURE:

1. The posting of any type of printed material in the form of institutional communications, departmental notices, correspondence, posters, signs, banners, announcements, cards, advertisements, etc., shall be on approved announcement bulletin boards only.
 - a. The posting of such material on walls, doors, glass, elevators, tile or other surfaces not specifically designed or designated for this purpose is discouraged.
 - b. Posting of material on facility exterior surfaces or grounds is also discouraged.
2. The placement of special occasion banners or other material in or on the facility shall be permitted only with the approval of the President or their designee.
3. Communications, departmental notices, correspondence, posters, signs, banners, announcements, cards, advertisements, etc. must be reviewed and approved for posting before being placed on the announcement bulletin boards. Each piece of printed matter to be displayed must be affixed with a stamped impression in the lower right corner, indicating compliance, and the date that the printed matter is to be removed. The posting of these items in or on the facility shall be permitted only with the approval of the President or their designee.
4. Approved printed material may be displayed on the announcement bulletin boards for a period of ten (10) business days. At the end of the ten (10) business days, the printed material shall be removed by the organization or department that posted the printed material. Failing removal by the posting party, the clinics, the HSC Office of Student Services, or the office designated by the AVP, shall remove expired materials.
5. Political activities: Materials or postings for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure are prohibited (see HSC OP 52.06).
6. Employees or individuals providing beneficial/support services who wish to sell personal items or provide support services (i.e., sewing) may post advertisements on the announcement bulletin boards. Such ads must meet the stipulations set forth in Sections 1 and 2. Personal

advertisements are limited to ten (10) flyers for any given item and must be printed on a SALE OF PERSONAL ITEM template (see Attachment A) unless otherwise approved. The template can be obtained from, and thereafter must be approved by the President or their designee.

7. Unauthorized materials posted in or on the building in locations other than the designated areas, or material posted improperly, will be removed and discarded as directed by the approving authority, including but not limited to the following offices of the Physical Plant: Custodial Services and/or Facilities Operations and Maintenance, or in their absence, the Texas Tech Police.
8. Thumb tacks or plastic push pins should be used for the posting of material on soft surface bulletin boards (those that have cork or other soft material surfaces). Nails, screws, straight pins, staples, transparent tape or adhesives should not be used on surface boards.
9. Where a need is identified for additional public area bulletin board space, a written request should be forwarded for review and approval to include compliance with materials, finishes and attachment method to the President or their designee
10. Bulletin boards meeting construction standards selected and approved for installation by the Office of the MDPPSS or designees, which are located internally within a department but not in corridors accessible to the general public, are not controlled by this policy. Departments should establish guidelines generally consistent with this policy for their usage.
11. This HSCEP OP is not intended to inhibit the reasonable personalization of interior, non-public departmental spaces and offices. Personalization materials should be appropriately framed and installed by Physical Plant/Facilities Operations and Maintenance personnel using approved hangers or fasteners. Personalization and departmental interior materials should be supportive of the mission of TTUHSC El Paso and/or of a personal nature not considered offensive, controversial or inflammatory to a reasonable and prudent person. Materials attached with adhesive hangers or unapproved hangers will be removed and repairs made at the department's expense.
12. Private use of TTUHSC EL PASO facilities, equipment, supplies and services is prohibited (see HSCEP OP 61.01). It is the intent of the Texas Constitution and the Board of Regents that University facilities, equipment, supplies and services are to be used only for duly authorized University purposes.