SCIENCE COMPLEX POSTING POLICY

- I. In the interior of the Science Complex paper fliers can be posted on the six designated locations outside of each department office, once <u>approval is granted by the Administrative Assistant</u> within each individual department.
 - SC2150 UTeach & FCSM
 - SC3150 PAGS Department
 - SC4101 Biology Department
 - SC4301 Chemistry Department
 - SC5101 MB3 Program
 - SC5301 ENVS Program

Push-pin boards mounted next to each office sign are for the individual use of faculty & staff members occupying assigned office. **YOU MAY NOT** post on any other location in the building. No posting in the stairwells is allowed (fliers/announcements/sticky notes).

- II. The black magnetic recessed spaces throughout the building are reserved for research related posters and designated to each department by the Dean's Office. Please contact the Dean's Office for additional information.
- III. Department fliers must bear the current TU/Departmental logo.
- IV. Student fliers must bear the SGA Affiliated stamp; when applicable.
- V. **NO TAPING** is allowed to any surface, including perimeter doors.
- VI. **NO STAPLING** is allowed on any surface.
- VII. No hanging fliers outside of classrooms. Those spaces are for course cancellation/relocation notices only.
- VIII. Hanging/taping anything (paper or other objects) on the exterior of any public facing doors or glass in the building is prohibited. Room numbering signs may not be covered at any time. (Pushpin boards mounted next to each office sign are for the individual use of professor & staff members occupying assigned office.)
 - IX. No posting in classrooms, on the glass panels of the classroom, lab, or research space.

For question or concerns please contact the Dean's Office at fcsm@towson.edu

