

Draft Revised Posting Policy 637

Section:	600
Section Title:	Administrative
Policy Number:	637
Policy Name:	Campus Posting
Approval Authority:	President's Senior Leadership Team
Responsible Executive:	Vice President with Oversight of Marketing & Branding
Responsible Unit:	Marketing
Date Adopted:	September 19, 2011
Date Revised:	September 2025

Policy Statement

Ramapo College allows the posting of flyers, posters, and notices to promote the College, provide information about College activities, events, and services, as well as matters directly related to the health, safety, security, or welfare of the community. This policy establishes a system for efficiently designing, authorizing, and disseminating such information, maintaining the aesthetic appearance of the college environment, and ensuring that all postings are in accordance with College policy and New Jersey State Fire Code.

Reason for Policy

To efficiently and accurately disseminate information while maintaining the aesthetic appearance of the college environment and ensuring that all postings are in accordance with the Ramapo College design standards and policies, as well as external laws and regulations.

To Whom Does the Policy Apply

Students, faculty, and staff, as well as any Ramapo College entity (core, unit, school, program, center, and recognized student organizations) and any non-College entity seeking to post materials on campus or share information via the electronic signboard.

Contact

Office of Marketing & Branding

Supplemental Resources

- Procedure 637: Campus Posting
- (pending) Appendix 637A Mapping of Posting Areas
- [Policy 631: Student Expressive Activity](#)
- [Ramapo College Brand Guidelines and Design Standards](#)

- [Roadrunner Design](#)
- [Student Handbook: Code of Conduct](#)

Procedure 637

I. Definitions

Electronic Signboard. The Electronic Signboard is located on Route 202 near the North Entrance to campus. It displays written messages and graphic images.

Flyer. For the purposes of this policy “flyer” refers to any document at the size of 8.5”x11” used to advertise, announce or promote an event, activity, or opportunity.

Notice. For the purposes of this policy “notice” refers to any document required to be displayed for compliance purposes. Notices are often provided by third parties and may not be altered.

Poster. For the purpose of this policy “poster” refers to any document at 11”x17” or 24” x 36”.

Roadrunner Design Team (RRD). RRD is a student design center under the auspices of the Office of Marketing. The student designers are responsible for creating print and digital designs and/or reviewing design-work for all student clubs and organizations in accordance with policy. In addition, RRD is responsible for the timely posting and periodic removal of flyers and posters on designated boards across campus.

II. Posting & Design Requests

Faculty, staff, students, and outside entities who wish to promote College and non-College activities, events, and services by posting flyers or posters on bulletin boards and in other designated areas across campus must submit their design requests to Roadrunner Design (RRD).

RRD designs posters and flyers in accordance with the College’ design standard. Requests for RRD services should be submitted at least two weeks in advance of the date needed via the RRD Project Request Form.

[RRD Project Request Form](#)

Requests to post digital information to the campus network of TV Display Monitors may be directed to the Office of Marketing & Branding. Such postings are not contemplated in this policy.

III. Designated Posting Areas

a. First Floor Cores

The first floor “cores” between each of the academic wings have bulletin boards. These boards are generally maintained by and reserved for:

- AFT/CWA/Local 195 notices; and
- People Operations & Employee Resources Department and State of New Jersey notices (locked, glass enclosed boards).

b. Academic Wings

Academic wings (A through E, CA, Adler, ASB) have bulletin boards. These boards are generally maintained by and reserved for:

- specific academic or administrative unit announcements.

Academic wings (A through E, CA, Adler, ASB) also have cork boards that are located next to faculty and staff offices. These boards are generally maintained by and reserved for:

- faculty and staff announcements.

c. Roadrunner Design (RRD) Boards

Select bulletin and cork boards across campus are marked as RRD. RRD Boards are generally maintained by RRD and reserved for:

- student-facing events sponsored by College entities with materials in various sizes, including, but not limited to, 8.5”x11”, 11”x17”, and 24”x36”; and
- events sponsored by off-campus, non-College entities.

d. Residence Halls

The College’s Residence Halls have designated posting areas across six of the Residence Halls. Residence Life posting areas are generally maintained by Residence Life and reserved for:

- student-facing events sponsored by campus entities with materials in various sizes, including, but not limited to, 8.5”x11”, 11”x17”, and 24”x36”; and
- postings from non-college entities are not permitted in the Residence Halls.

e. Electronic Signboard

Electronic Signboard content is approved and managed by the Office of Marketing & Branding. The content is reviewed on a weekly basis. The electronic signboard shares information that is:

- of interest to the external community; supports community, partnership or other constituency relationships; and advances the reputation and positive perception of the College; and
- in the event of an emergency, the signboard may be used to communicate critical information, requiring the temporary removal of all other postings.

IV. Compliance

- a. Design Standards. All publications posted to a bulletin or cork board on campus by Ramapo College faculty, staff, or students **must** follow the College's design standards. The design standards are made available on the College website.

[RCNJ Design Standards](#)

Postings that do not follow the design standards will NOT be posted or will be promptly removed from posting. The cost of replacing these postings will be borne by the entity that initiated such postings.

- b. Legality/Code of Conduct/Alcohol & Other Drugs. Postings may not promote events or activities that are illegal or in violation of the College's policies or Student Code of Conduct. To support Ramapo's commitment to support alcohol and drug-free social environments, postings for events both on and off campus will promote a healthy, normative environment, and will not contain pictures of alcohol, or alcohol beverage containers.
- c. Destruction/Defacing. Intentionally destroying/defacing postings may result in either administrative or disciplinary action.
- d. Consequences of non-compliance. Entities that are found non-compliant with this policy may lose their right to post as well as additional privileges. Individuals who are found non-compliant with this policy may face administrative or disciplinary action. Any materials that are posted on campus in a manner that is not in accordance with this policy will be removed and the cost of any replacement postings will be covered by the entity responsible for the non-compliance.

V. Design, Approval, and Removal

a. Flyers and Posters.

- Design. If an individual or organization wishes to use a flyer at 8.5" x 11", or a poster at or larger than 11"x17", it must be either:
 - designed by Marketing & Branding;
 - designed by RRD; or
 - receive advance approval for hanging by the RRD team.
- Content. All flyers or posters sponsored by the College or by College-affiliated organizations must include:
 - Ramapo College Logo,
 - Disability Services Accommodations Information, and
 - The name of the event or opportunity, the name of the sponsoring organization, and the date, time, and location of the event.
- Approval. Once one of the above design criteria is met, and the content is approved, posting the flyers/posters is the responsibility of RRD and is generally done each business day.
- Removal. The removal of flyers/posters is the responsibility of RRD and is done on a periodic basis.

VI. Posting Specifications

a. All Flyers/Posters

- Approval. Must be approved by RRD and stamped before any flyer or poster will be posted.
- Scope. Must advertise, announce, or promote an event, activity, or opportunity applicable to Ramapo College students to be eligible for posting.
- Content. Must not include promotion of alcohol or alcohol beverages, and must not contain pictures of alcohol or alcohol beverage containers.
- Duration and Queue. Will generally be posted for a minimum 2 week period, unless otherwise approved by RRD for longer periods in the event the posting areas are filled to capacity, flyers and posters will be posted in the order in which they were submitted when space becomes available with priority provided to flyers/posters sponsored by the College or College-affiliated organizations.

b. Flyers/Posters sponsored by the College or by College-affiliated organizations

- Archives. Copies of all approved flyers and posters are available on Basecamp.

- Quantities. A maximum of 20 – 8.5” x 11” and/or 11” x 17” flyers and posters and/or a maximum of 7 – 24” x 36” posters for Ramapo events.
 - Posting areas. Will be posted in academic wings (A through E, CA, Adler, ASB) and the wall outside of the Center for Student Involvement (CSI). This covers all approved posting areas in the adjoining academic areas.
 - Residence Halls. Residence Life is currently accepting – 8.5” x 11” and/or 11” x 17” flyers and posters (one for each residence hall). Flyers and posters to be displayed in the Residence Halls must first be approved by the RRD team. After approval from RRD posting staff, the person submitting the flyer/poster request will be notified via Basecamp when they are approved. RRD will drop off the flyers and posters to the Residence Life office and the flyers and posters will be posted by Residence Life staff.
- c. Flyers/Posters from non-College entities (ie. non-college members, commercial establishments, external organizations, etc.)
- Archives. Not available.
 - Quantities. Maximum of 5.
 - Posting areas. May be posted in designated areas per RRD and on boards in some of the academic wings as space permits. Not permitted in residence halls.
 - Content. May not include any College logos or other indicia implying Ramapo College affiliation or sponsorship
 - Provision. The non-College entity is responsible for printing and delivering to RRD.