

We have developed the following posting policy to preserve the quality and appearance of the Science Complex and to adhere to our commitment to reduce the use of paper. The goal of the policy is to provide sufficient latitude to the faculty, staff and students to use the Science Complex facilities to meet their needs. Thus, the posting guidelines vary within private office spaces, research labs, and public facing areas.

- I. In the interior of the Science Complex paper fliers can be posted on the six designated locations, once approval is granted by the relevant department/program.
  - SC2150 UTeach & FCSM
  - SC3150 PAGS Department
  - SC4101 Biology Department
  - SC4301 Chemistry Department
  - SC5101 MB3 Program
  - SC5301 ENV5 Program

Push-pin boards mounted next to each office sign are for the individual use of faculty & staff members occupying the assigned office. Posting is not allowed on public facing locations in the building without approval from the Dean's Office. Posting in the stairwells is not allowed (fliers/announcements/sticky notes).
- II. The black magnetic recessed spaces throughout the building are reserved for research related posters and are designated to each department/program for priority use by the Dean's Office. Please contact the relevant department/program for guidance.
- III. Department fliers must bear the current TU/Departmental logo.
- IV. Student fliers must bear the SGA Affiliated stamp; when applicable.
- V. No hanging fliers outside of classrooms. Those spaces are for course cancellation/relocation notices only.
- VI. Hanging/taping anything (paper or other objects) on the exterior of any public facing doors, walls or glass in the building is prohibited. Room numbering signs may not be covered at any time.
- VII. No posting on the walls or glass panels in classrooms and teaching labs without approval.
- VIII. No nails, screws, pushpins or staples should be used on walls in research spaces.
- IX. Faculty and staff should direct requests regarding posting to their department chair who may bring these to the Science Complex Building Committee for guidance.

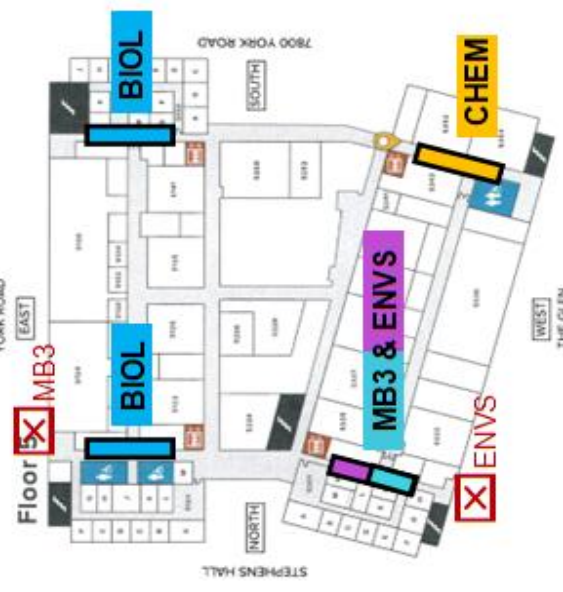
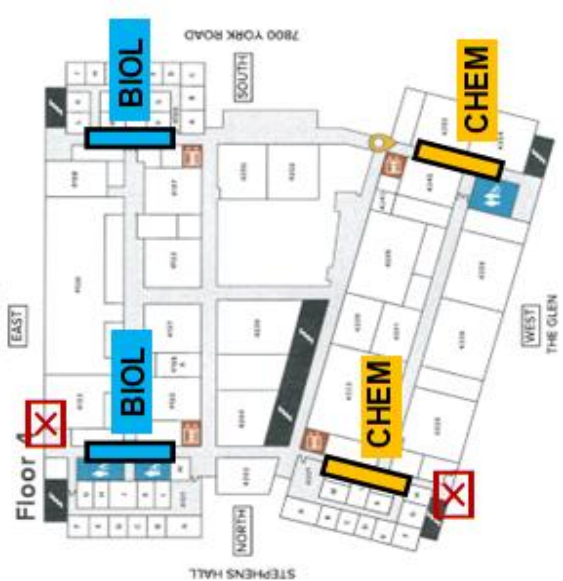
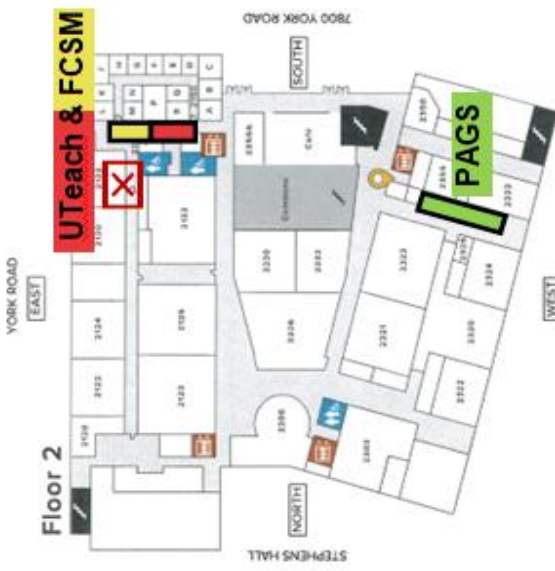
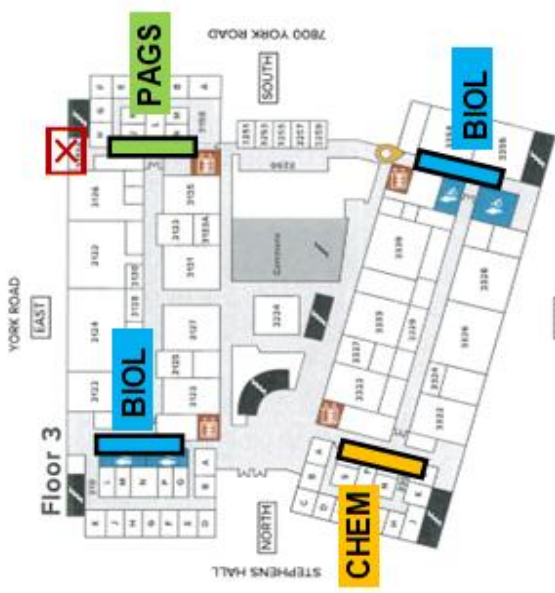
The Science Complex Building Manager and the College Budget & Operations Coordinator share the overall responsibility for implementing this policy on behalf of the Dean.

Department Chairs/Program Directors (or their delegates) are responsible for the management of items I, II, III, IV, VIII and IX.

All unapproved/non-compliant postings in open access locations in the building will be removed or relocated, in collaboration with the owner of the postings, when possible. Provisions can be made for temporary postings. Dean's office staff will work with occupants and department chairs to help meet the posting needs within research lab spaces in a way that is consistent with the goals of the posting policy. Repairs/painting of walls due to damage will be the fiscal responsibility of the home department.

*For question or concerns please contact the Dean's Office at [fesm@towson.edu](mailto:fesm@towson.edu)*

Updated: May 2025



- BIOL**
- CHEM**
- ENVS**
- FCMS**
- MB3**
- PAPS**
- UTeach**

- Black magnetic painted area
- Push pin board for department and department approved postings