

Posting for display in Architecture Hall, CDB, CERC, Gould Hall

College of Built Environments Dean's Office

Purpose

The College of Built Environments (CBE) occupies four buildings on the UW Seattle Campus and at its Sand Point facility: Architecture Hall, the Center for Education and Research in Construction (CERC), the Community Design Building (CDB), and Gould Hall. Each of these spaces has bulletin boards and posting surfaces in its public areas. The purpose of these bulletin boards is to promote events, initiatives, courses, scholarships, and opportunities for CBE students, faculty, and staff. Many such opportunities will take place or originate at UW, and some will be offered by a different institution or at a different location. Postings that share this purpose will be reviewed and approved for display in CBE buildings leading up to the event or opportunity.

Definitions

A *posting* is a printed paper announcement that is attributed to a group or individual.

A *bulletin board* is a pinnable, wall-mounted surface that is not designated for reviews or design pinups. Bulletin boards in CBE have signage identifying the topic, discipline, or audience for their postings.

A *pinup board* is a blank, pinnable, wall-mounted surface that is used for temporary display of work related to a CBE course. Boards in CBE buildings which lack identifying signage are considered pinup boards.

UW Policy

As of January 1, 2024, the University of Washington has not published a campus-wide policy on posting. The Husky Union Building (HUB) has a comprehensive posting policy, and it informed the development of the CBE policy.

<https://hub.washington.edu/campus-services/hub-advertising/hub-bulletin-boards/>

CBE Policy

Each CBE building has at least one staff administrator responsible for bulletin boards. In Architecture and Gould Halls, multiple staff members oversee bulletin boards specific to their department or discipline. CBE community members wishing to post should contact the appropriate staff member and supply a copy of their posting.

Contacts

ARCHITECTURE HALL

Construction Management bulletin board

To post on Construction Management bulletin boards, contact the Construction Management Program Administrator

[contact page](#)

CDB

To post on CDB bulletin boards, contact the College of Built Environments Assistant to the Dean

[contact page](#)

CERC

To post on CERC bulletin boards, contact the CERC Program Operations Manager

[contact page](#)

GOULD HALL

Dean's Office bulletin board headings

Upcoming Events

Lectures

Office of the Dean

CBE Diversity Council

To post on these bulletin boards, contact the College of Built Environments Assistant to the Dean

[contact page](#)

Upcoming Classes + Info Sessions

Office of Student Services

CBE Student Groups

CBE Student Council

NOMAS UW

CBE Student Work

To post on these bulletin boards, contact the College of Built Environments Director of Student Services

[contact page](#)

Office of Research

To post on this bulletin boards, contact the College of Built Environments Administrative Specialist for Office of Research

[contact page](#)

Architecture Department bulletin board headings

Student Resources

Other Programs

Courses

Opportunities

Scholarships

Lectures

Upcoming Events

To post on these bulletin boards, contact the Architecture Program Manager

[contact page](#)

Landscape Architecture Department bulletin board headings

blank board immediate west of BE Library

blank board immediately south of 348 (Landscape office)

Program Administrator

To post on these bulletin boards, contact the Landscape Architecture
Program Manager

[contact page](#)

Runstad Department of Real Estate bulletin boards

Alumni

Research

Master of Science in Real Estate

To post on these bulletin boards, contact the Assistant to the Chair

[contact page](#)

Urban Design & Planning bulletin board headings

Urban Ecology Lab

Community, Environment & Planning

Research and Publications

Research and Publications

Diversity Committee

Planning Student Association

CEP

Department Programs

Department Announcements

Professionals Council

Master of Urban Planning Studio

To post on these bulletin boards, contact the Urban Design & Planning
Program Manager

[contact page](#)

Procedure

Effective communication in posting

In order for a message to reach the CBE community, CBE asks individuals and groups to observe these guidelines for posting on bulletin boards:

- Posters/flyers must be brought in person. CBE will not print and post items on behalf of the host, sponsor, or organizer.
- Host/sponsor: Posting must be hosted/sponsored by a UW Department or Registered Student Organization (RSO). Posting must clearly identify the host/sponsor by name.
- Contact Information: Posting must include contact information (email address, phone number, and/or website).
- Posting limit: Only one posting per bulletin board.
- Method: Posting must be attached using pushpins only. No staples or tape.
- Time limit: When the date or deadline for the event or opportunity has passed, the host/sponsor should expect postings to be removed by the responsible administrator. Hosts/sponsors are encouraged to remove their own out-of-date postings.

Prohibited postings

Postings affixed to pinup boards, glass, concrete, and finished wall surfaces are not allowed and will be removed. Posting on exterior doors is only allowed on the day of an event occurring in a CBE building to aid attendee wayfinding. Posting in emergency stairwells and on the Gould Hall coffee shop refrigerators and counter is prohibited.

Bulletin board postings that do not promote events, initiatives, courses, scholarships, and opportunities for CBE students, faculty, or staff are not allowed. Bulletin board postings with a message that is in conflict with the University of Washington's [vision and values](#) or CBE's [values of equity and inclusion](#) will be removed. [Hateful postings are unauthorized](#) and may constitute harassment; these will be reported to the [UW Police Department](#) and through the [UW Bias Reporting Tool](#). Unattributed or undated postings will be removed at the discretion of the responsible administrator. Marking or defacing existing and approved postings is prohibited.

Initial Author Date: January 1, 2024

Chairs+ Review Date: January 4-18, 2024

Councils Review Date: January 22- February 9, 2024

Dean's Office Contact:

Joshua Polansky, Director of Operations, jpo@uw.edu