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## UNIVERSITY SIGN POLICY

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**PURPOSE:** This policy outlines a system to coordinate a comprehensive exterior and interior sign program at Boise State University, including identification, directional and regulatory/ parking signs.

### I. University Sign Committee

The purpose of the University Sign Committee is to provide Boise State University with signs that project a consistent and coherent institutional visual image and to contribute to the ease of public access to the university campus.

#### A. Committee Responsibilities

1. Establish and update a University Sign Manual that describes various types of approved signs, graphic and mechanical standards for signs and procedures for sign approval and construction.
2. Set graphic and usage requirements for signs on the Boise State campus and its satellite units.
3. Implement a comprehensive, coordinated sign system, which includes drafting and implementing a plan that includes identification, directional and regulatory/parking signs.
4. Audit existing signs and review proposed signs to maintain standards as outlined in the University Sign Manual.
5. Provide appeal opportunities to requirements stated in the University Sign Manual or to decisions rendered by the University Sign Committee.
6. Recommend building name changes to the Facilities Planning Council.

#### B. Committee Membership

1. The University Sign Committee shall be appointed by the President, shall be chaired by the Director of Facilities Planning and shall meet on a regular (monthly) basis, as well as on call of the chairperson or on call of more than one-half of the committee membership.
2. University Sign Committee ex-officio membership will consist of the Director of University Relations, Director of Facilities Operations & Maintenance, Director of Facilities Planning and Director of Printing and Graphic Services. Other members shall include representatives from the Architect's Office, Human Resources, Campus Safety and Security, Student Union, Student Special Services, Dining Services, the University Sign Shop, Associated Students of Boise State University and Faculty Senate.
3. The chair of the committee shall convene the committee, draft meeting agenda and record proceedings.
4. The chair shall be a voting member of the committee.

## II. Executive Responsibility

Executive responsibility for regular supervision, audit, enforcement and reporting functions that cover the range of university sign projects under this policy will be held by the Director of Facilities Planning. The director will report on a regular basis to the University Sign Committee.

## III. University Sign Manual

The University Sign Manual explains the policies and requirements that govern university signs. Signs must be designed and constructed in accordance with the manual. The manual and subsequent changes to it shall be approved by the Facilities Planning Council.

## IV. Appeal Procedure

Project originators who wish to appeal decisions made under the provisions of this policy may contact the University Sign Committee chairperson directly to initiate the appeal process. Once an appeal is received in writing, the committee will convene on call of the chairperson or on call of more than one-half of the members to hear and act promptly on appeals so as not to impede project completion.