



University of Pittsburgh Temporary Signage Policy Committee Charter

I. Preamble

This body is called the Temporary Signage Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Business and Operations (SVC-BO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this group.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

This Committee is created for the purpose of proposing a new University policy, and supporting documents (e.g., procedures or standards), that will govern the use and approval of temporary signage on the exterior of any building on the University's campus or in the indoor public spaces of the University's buildings.

III. Background

There is a concern that signs or banners may be displayed in areas or in ways that expose the University to potential noncompliance with certain regulations, detract from the campus aesthetic, or interfere with the University's value of encouraging respectful dialogue. With this in mind, the University is developing this policy in order to: 1) meet regulatory requirements from the International Building Code (IBC) and International Existing Building Code (IEBC), which set the standard for safe evacuation of buildings in case of emergencies, to the Americans with Disabilities Act and the American National Standards Institute, which regulate the signage and clearance dimensions of postings in public spaces; 2) maintain a consistent aesthetic; and 3) provide for efficient functioning of public spaces while supporting freedom of speech on campus. The scope of the intended policy is University-wide as it would apply to any individual who wishes to display any type of temporary sign on the exterior of any building on the University's campus or in the indoor public spaces of the University's buildings.

Last semester, the Department of Facilities Management and the Policy Office began socializing the idea of a Temporary Signage policy and began the conversation to understand what concerns members of the University community may have with this policy. Notably, these conversations highlighted that the interests in maintaining a consistent aesthetic and providing efficient functioning of public spaces cannot conflict with the University's obligation to protect the First Amendment rights of faculty, staff, and students. This Committee is responsible for continuing this conversation through the policy development process.

IV. Scope and Authority

The Committee will recommend a new Temporary Signage policy and its supporting documents. In doing so, the Committee’s deliberations must address the following topics:

- Scope. Clarify what areas of the campus are covered by the requirements found in the policy.
- Responsibility. The committee will determine the responsible departments to review and approve temporary signs to be displayed at the University.
- Freedom of Speech. The committee will consider free speech in accordance with the First Amendment.
- Compliance. Address applicable and specific compliance requirements at the federal, state, and local level.
- Criteria. Establish and define criteria for the use of different types of signage and its proper display.

V. Responsibilities

As provided above, the Committee is created to propose a new Temporary Signage policy for the University. To perform this function, the Committee has the responsibility to:

- Research and discuss best practices for signage-related policies, including completing a benchmarking of peer universities’ signage-related policies.
- Review any current relevant policies and procedures used by departments within the University.
- Discuss proposals with interested stakeholders in the University community.
- Recommend a draft policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Develop any supporting documents needed for the effective and efficient implementation of the proposed policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee’s deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee’s proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Scott Bernotas**, Associate Vice Chancellor, Facilities Management. The Committee will include the following members:

1. **Beth McGrew**, Assistant Vice Chancellor, Campus Planning
2. **Laura Zullo**, Director of Administration for Business and Operations
3. **Kenyon Bonner**, Vice Provost and Dean of Students
4. **Ted Fritz**, Associate Vice Chancellor, Public Safety and Emergency Management
5. **M. Kathleen Kelly**, Associate Dean – Academic Outreach and Advising (SHRS); and Associate Professor, Department of Physical Therapy
6. **Jaime Cerilli**, Assistant Vice Chancellor for Strategic Space Planning and Management, Health Sciences
7. **Katie Pope**, Title IX Coordinator

Stephen Gilson, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Karen Whitehead, Senior Director, Donor Relations and Stewardship, will support the Committee on behalf of Institutional Advancement.

Anthony Graham, Senior Policy Specialist, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly, or more frequently as circumstances dictate. The Committee's proposed policy should be submitted to the SVC–BO before the Spring term 2020. The SVC–BO may ask for interim status reports.

After the SVC-BO's review is complete, the draft policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended policy will include:

- University comment period;
- Council of Deans;
- University Senate's Plant Utilization and Planning Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Temporary Signage, unless otherwise directed by the Chancellor.