



## PROCEDURE

### Campus Sign Program

Procedure Administrator: Senior Vice President for Facilities and Operations

Authority: N.J.S.A. 18A:64-8

Effective Date: July 1, 1976; April 20, 2010; January 20, 2022 C ve 8 ec5 (es)6 (l)exyf

Procedure File Number: 6080

Approved By: Dr. Harvey Kesselman, President

#### I. PURPOSE:

To provide guidelines and procedures related to a comprehensive campus sign program for the University.

#### II. PROCEDURE:

##### A. Guidelines

1. The campus sign program includes all permanent or semipermanent signs to be used on campus to provide directions, designations, or information.
2. The program's goal is to provide clarity and consistency of presentation, in construction and aesthetics, and adaptation to the design features of the buildings and area.

B. The Division of Facilities and Operations shall maintain campus sign standards for signs throughout the campus and for construction projects and renovations.

##### C. Requests

1. All requests for signs should be sent in writing to the Senior Vice President for Facilities and Operations for approval and implementation. The Senior Vice President for Facilities and Operations is delegated the authority and responsibility for the planning, approval, and implementation of the campus sign program.
2. Requests for signs should contain a justification and a description of the type of sign desired, i.e., name plate, specific room or area

designation, as well as the funding source for preparation and installation of the sign.

3. The Division of Facilities and Operations will collaborate with University Relations and Marketing, when necessary, to determine the exact nomenclature and branding of signs.

Review History:

	Date
Procedure Administrator	12/28/2021
Divisional Executive	12/28/2021
General Counsel	01/10/2022
Cabinet	01/20/2022
President	01/20/2022