



VCU

Interim Policy School of Medicine Posting Policy

Policy Statement and Purpose _____

The Virginia Commonwealth University School of Medicine (SOM) continuously strives for our workplace and learning environment to be safe and to be a place of dignity, professionalism, mutual respect, and inclusivity. The SOM abides by standards to foster an environment supportive of learning and the ongoing development of professional behaviors in its students, faculty, and staff across all learning and work environments.

Consistent with the university's Reservation and Use of Space policy, all SOM facilities, including building hallways and classrooms, are primarily for instruction and research. Their primary function is to further the academic mission of VCU and the SOM, including education, research, and clinical training. The SOM generally maintains its facilities for its own use and allows posting by individual students, student organizations and SOM employees only in certain designated areas. The SOM desires to permit posting in this way to foster community engagement and the exchange of information consistent with the standards for civil discourse. Because posting can impact the learning and work environment, the SOM has established requirements for posting any item, including any item posted, affixed, left on furniture or the ground, in indoor or outdoor spaces controlled by the SOM, such as the McGlothlin Medical Education Center (MMEC). This posting includes, but is not limited to posters, brochures, circulars, community newspapers, fliers, handouts, notices, or signs.

Stakeholders _____

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this policy, its contents, and provisions. In addition, third parties who are visiting the VCU School of Medicine, participating in a program or activity, or interacting with members of the VCU School of Medicine community should know this policy and familiarize themselves with its content and provisions.

Procedures _____

These procedures do not cover official operational and educational postings by the Dean's Senior Leadership Team.

Instructions for Posting



VCU School of Medicine

Posting is permitted by faculty, staff, and students of the VCU School of Medicine only on a designated Community Posting Board (see below for location) and meeting the following requirements.

1. Two-dimensional, not exceeding 8-1/2 inches by 11 inches, and not covering another posting.
2. Hung only with push pins or staples. Tape or any other hanging method is not permitted.
3. The SOM will clear each Community Posting Board once a month by the fifth day.
4. A posting may be removed only by authorized VCU personnel, according to the schedule set forth in this policy, or by the individual who posted it.

Any other posting is subject to immediate removal by authorized SOM personnel.

The SOM is not responsible for damage or destruction of any posting in the course of removal and will discard removed postings.

Concerns

Anyone who believes that a posting is in violation of this policy may report it to the SOM dean's office. SOM medical students can report concerns using the [Mistreatment and Concern Reporting Form](#). Students in a SOM Graduate Program can report concerns using the [Students: Report a Concern resource](#).

Any person who suspects a violation of university policy, can report it to VCU Helpline (1-888-242-6022 and www.vcuhelpline.com). For information about VCU's prohibition of discriminatory harassment, please review the Preventing and Responding to Discrimination policy, including information about reporting to [Equity and Access Services](#) (EAS).

Location of Community Posting Board(s)

1. MMEC, on the second floor, near the S1 Staircase facing the Bridgeway to the VCU Health System.

The SOM has not designated posting for any other locations, including any location on or around the exterior of the MMEC.

Related Policies

- [VCU School of Medicine Inclusion Council Policy](#)
- [VCU Reservation and Use of Space Policy](#)
- [VCU Notice of Nondiscrimination, Equal Opportunity and Affirmative Acton](#)
- [Preventing and Responding to Discrimination](#)
- Academic Freedom



- [School of Medicine Diversity, Equity, and Inclusion Statement](#)

Review Cycle and Revision History

The interim policy is administered by the Office of the Chief of Staff, School of Medicine Dean's Office in collaboration with the Dean's Senior Leadership Team.

Policy Approved: Interim policy established February 12, 2024.