

What is Bulletin Board?

Bulletin Board is an online message system available to Fresno State employees. It is a convenient way for departments and offices to publicize Fresno State events, faculty and staff news and to disseminate information and/or to explain a new service to the campus community.

To view messages, go to www.fresnostate.edu/bulletinboard.

Announcements regarding events that are not university-related or hosted by the university must be sponsored by a Fresno State office, department or program and provide a benefit to the university, its faculty, staff and/or students.

The Bulletin Board is not to be used for:

1. Advertising or promoting non-university-related events.
2. Promoting something that results in personal gain or financial benefit for an individual employee. Examples include, but are not limited to, announcing personal items for sale or rent and requesting assistance or information for an individual need. This does not include requests for sick or vacation time donations approved by Human Resources for catastrophic leave.
3. Personal announcements and/or communications.
4. Activities not open to the campus community.

Rules regarding messages:

1. Only one message per week is permitted on a given topic.
2. Only 3 colors of text are permitted.
3. Appropriate online photos and graphics are allowed, however, no attachments, or animated art. The use of hyperlinks to direct readers to the Web is encouraged to provide graphics. Verify that the link goes directly to the information referenced.
4. When referring to the university, use only Fresno State or California State University, Fresno. Do not use initials, acronyms or other abbreviations.
5. Use complete names of department/college/event since abbreviations and acronyms can be confusing.
6. ALL CAPS in text is considered shouting. Avoid this.

To post to Bulletin Board, you must be authorized. Any dean, department chair, manager, administrative assistant, representatives of bargaining units or designated proxies may post messages on Bulletin Board.

Messages for Bulletin Board are reviewed and approved by the Office of University Communications once a day prior to the lunch hour. Messages that do not adhere to the policy will not be approved. The office of University Communications reserves the right to edit messages as needed. Messages received after 11:30 a.m. will be posted the following business day.

For questions or assistance, contact University Communications at 278.2795.
For technical problems, contact the Help Desk 278.5000.