



Policy

1. Faculty. The FDC Graphic Arts facility is for the support of faculty engaged in teaching, scholarly and creative activities, and service only.

2. Illustrations. Faculty may request assistance with illustrations (e.g., artwork, figures, images) for publication (e.g., books, journals) or exhibition (e.g., websites). There is no charge for illustrations.

3. One free poster. Faculty may request one free poster per fiscal year (7/1-6/30) for display at conferences, on campus, or other symposia or exhibitions. This offer is not transferable to other faculty.

4. Subsequent posters. After the first poster, faculty may request additional posters, time permitting, on a chargeback basis, determined by the size of the poster. For the 2014-15 academic year, the charge is \$3.50 per square foot or fraction thereof, payable through a department fund transfer.

5. Lead time and rush fee. The FDC requires reasonable lead time to design illustrations and posters, normally one (1) week prior to the delivery deadline. For posters, a “rush fee” of \$10 per square foot is applied to requests made within 48 business hours of the delivery deadline. The longer the lead time, the better. During certain parts of the year, the number of poster and illustration requests can spike, so the FDC reserves the right to deny any illustration or poster request if the workload is excessive and the lead time is not sufficient.

6. Department approval. Faculty must get authorization from the department chair or budget manager before requesting a second or subsequent poster that requires a chargeback, especially those requested as a rush order.

7. Student collaboration. In some cases, faculty engage students in their research and creative activities. In these cases, the faculty may request a poster if:

- The faculty member is the primary researcher/ creator;
- The poster is for a conference or symposium that is primarily for faculty.

The faculty may not request a poster if:

- The work is for a class assignment;
- The student is the primary researcher/ creator;
- The poster is for a conference or symposium that is primarily for students.

Intent

1. Cost. The FDC supports faculty development as teachers / scholars. As such, the FDC provides illustrations for faculty publications and posters for faculty presentations of research and creative activities. Illustrations for print or electronic publications are free, though sufficient lead time is critical. For posters, the first one each year is free; after that, the FDC must charge to recover printing and paper costs. The offer of one free poster may not be transferred to other faculty because this poster policy only works when not all faculty request posters every year. The FDC reserves the right to update this policy at any time.

2. No student work; recommend DPS. The FDC does not have the capacity to provide student illustrations or posters. Moreover, the FDC does not compete with Digital Print Services (DPS). As such, the FDC cannot design illustrations or print posters for student research and creative activities. By definition, student work is student-driven, even though faculty assist, guide, direct, and mentor the student work. The FDC recommends printing student posters at the campus Digital Print Services (DPS), PLN-220, 657-278-3964, reprographics@fullerton.edu, <http://www.fullerton.edu/it/services/reprographics.asp>.

3. Examples.

Q. A university hosts a symposium or similar event that showcases student research and creative activities: graduate and/or undergraduate. Some CSUF students have their work accepted. Their faculty have mentored their work. Does this qualify for FDC design and printing under this policy?

A. No. Because this event exhibits student work, students must be the primary, or lead, researchers and creators, no matter the level of faculty involvement. If the faculty are the lead investigators or creators, the work would not qualify for a student showcase. As such, these posters do not qualify under this policy. Additionally, a student showcase is an excellent opportunity for students to create their own posters. It would not be appropriate for the FDC graphic designer to design and print student posters. Moreover, the students should have their work printed at the DPS or other print services, and not at the FDC, because the FDC does not compete with other printing services.

Q. Students—both undergraduate and graduate—assist faculty members in substantive ways with their faculty research and creative activities to the extent that the students are listed as co-authors or co-presenters or co-exhibitors at faculty conferences or symposia. Does this qualify under this policy?

A. Yes. In this case, the faculty members are the primary scholars or creators, with significant assistance from students. Additionally, the presentation and exhibition are at faculty-oriented venues rather than venues focused all or mostly on student work. As such, these posters qualify under this policy.

Additional Considerations

1. Poster size. Poster paper rolls come in three standard widths: 24, 36, and 42 inches. For ease of printing and to keep costs down, the FDC recommends posters with one of those measurements for the height or width. The length is variable—the paper is simply cut to the length of the image. For example, a poster 36x48 inches would be printed on paper that is 36 inches wide and then cut at 48 inches. Digital Print Services (DPS) can print on other materials, such as canvas. The FDC recommends contacting DPS for standard sizes and pricing prior to developing content to be printed on these media.

2. Preparing content. Though the FDC can assist in designing illustrations and posters, the more the faculty member can do to prepare the content, the better. For example, illustrations and posters are meant to grab the eye and not simply present the printed text. Use only bullets for main points, and add images to reinforce those points. The higher the image resolution, the better. Faculty may also suggest the overall layout design they wish, and the FDC graphic artist then works with the faculty for the final product.

3. Formats. Illustration and poster materials may be submitted in most Microsoft Office and Adobe formats, given that the university has site licenses for these products: Word, Excel, PowerPoint, Illustrator, Photoshop. Please contact the FDC Graphic Artist, Kelly Donovan, with any questions: kdonovan@fullerton.edu, 657-278-7143.