

NJIT Digital Signage Policy

Requests for digital signage/displays on NJIT's campus or in NJIT facilities are considered on a case-by-case basis and must be approved by the vice president for real estate development and capital operations. In order for a digital signage/display request to be considered, the following must be provided by the requester:

1. A written statement of support from the vice president or senior administrator to whom the requestor reports. This should include an explanation of the benefit provided or need addressed by the proposed display.
2. Identified fiscal resources to support procurement, installation, networking, management, and maintenance of the digital display. This must be reviewed and approved by NJIT's associate provost and chief information officer.
3. A content management plan that establishes a schedule for updates that assures currency and accuracy, procedures that provide for adherence to NJIT brand standards, and identifies a specific responsible staff person within the office that is requesting the digital display. This plan must be reviewed and approved by the Office of Strategic Communications.

Requests for digital signage/displays that satisfactorily address the above requirements will be considered by the the vice president for real estate development and capital operations.

Requests that fail to include all of the above components will be denied without review.