

# Faculty Development Center Graphic Arts Policy

## FACULTY SUPPORT

The Faculty Development Center's graphic arts services are for the support of faculty. Faculty may request graphic arts services to support their teaching, scholarly and creative activities, and service and professional activities, consistent with the FDC's mission as articulated in UPS 102.001.

Common requests include:

- Printing of posters
- Design of posters
- Design of illustrations for faculty-authored scholarly publications

Other requests for graphic arts services supporting faculty work may be accommodated on a case-by-case, time-permitting basis. Examples include:

- Graphics for faculty exhibits of their scholarly or creative work
- Graphics for use in PowerPoint and similar digital presentations

## LEAD TIME

The FDC requires reasonable lead time to design illustrations and posters, normally 8 business days prior to the delivery deadline. More lead time is appropriate for complex requests.

## RIGHT TO DENY A GRAPHIC ARTS SERVICES REQUEST

During certain times of the year, the number of graphic art service requests spike. For this reason, the FDC reserves the right to deny any graphic arts services request if the workload is excessive and/or the lead time is not sufficient.

## ILLUSTRATIONS

Faculty may request design assistance with illustrations (e.g., artwork, figures, images) for publication (e.g., books, journals) or exhibition (e.g., websites) of faculty work. There is no charge for design of such illustrations.

## ONE FREE POSTER

Faculty may request design and/or printing of 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, staff, administrators, or students. The offer of one free poster may not be transferred to other faculty because this policy can be financially supported only when not all faculty request posters every year.

## SUBSEQUENT POSTERS

After the first poster, faculty may request additional posters on a chargeback basis; the charge is necessary to cover printing and paper costs. The current charge is \$3.50 per square foot or fraction thereof, payable through a department fund transfer. Faculty must get authorization from their department chair or budget manager before requesting a second or subsequent poster that requires a chargeback to the department.



Please contact the FDC Graphic Artist, Kelly Donovan, with any questions:  
[kdonovan@fullerton.edu](mailto:kdonovan@fullerton.edu)  
657-278-7143.

## FACULTY-STUDENT COLLABORATION

Faculty often collaborate with students in their research and creative activities. FDC graphic arts services must remain focused on faculty development, consistent with the FDC's mission. For this reason, graphic arts services requests cannot be accommodated if:

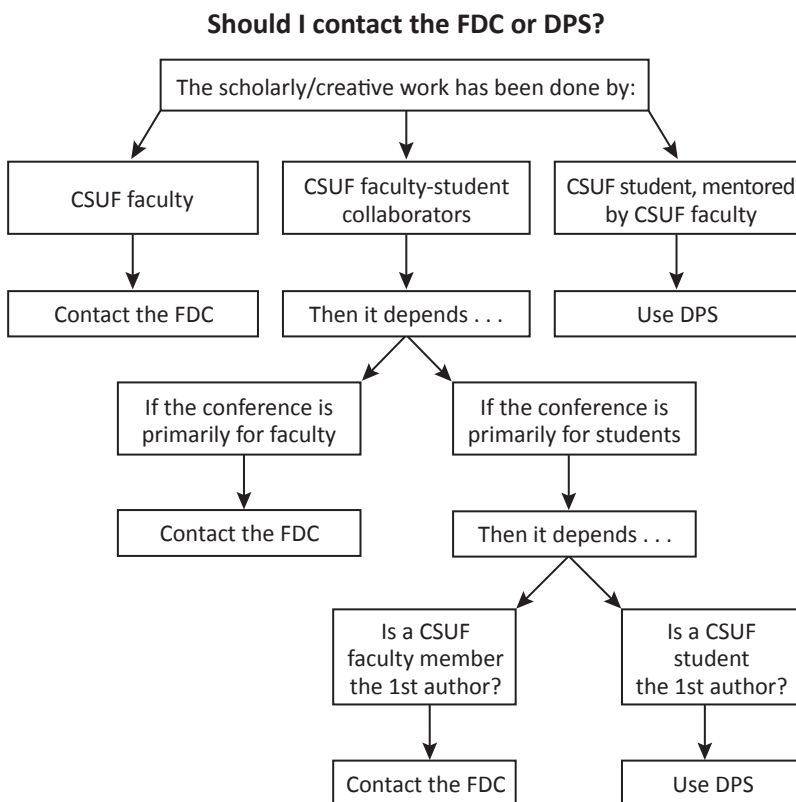
- The work is for a class assignment; or
- The student is the sole researcher/creator; or
- The student is the primary researcher/creator, and the poster is for a conference or symposium that is primarily for students.

A faculty member may request FDC graphic arts services for faculty-student collaborative work if:

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

## NO STUDENT WORK

The FDC does not have the capacity to provide illustrations or posters for student work. 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 mentors, assist, guide, and direct the student work. The FDC recommends printing student posters at the campus [Digital Print Services](#), PLN-220, 657-278-3964, [dps@fullerton.edu](mailto:dps@fullerton.edu)



## ADDITIONAL CONSIDERATIONS

**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 and thick board. The FDC recommends contacting DPS for standard sizes and pricing prior to developing content to be printed on these media.

**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.

**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.

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The FDC reserves the right to update this policy at any time (policy updated 2016).

