



<b>Title:</b> <b>Notices in University Publications Policy</b>	<b>Policy Category:</b> <b>Equity &amp; Access</b>
<b>Issuing Authority:</b> <b>President</b>	<b>Responsibility:</b> <b>Office of Equity &amp; Access Communications &amp; Marketing</b>
<b>Publication Date:</b> <b>11/18/2022</b>	<b>Next Review Date:</b> <b>11/18/2025</b>

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

### **Policy Statement/Background:**

None

### **Policy:**

The University requires Affirmative Action/Equal Opportunity notices in all University publications for external distribution.

All pamphlets, fliers, print and electronic advertising and the like should state:

**STONY BROOK UNIVERSITY/SUNY IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER.**

**This document is available in an alternative format upon request. Please contact the following for assistance: [publishing area should insert their contact information here]**

The following longer statement should appear in all catalogues, bulletins and other more substantial publications:

Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of race, sex, sexual orientation, gender identity or expression, religion, age, color, creed, national or

ethnic origin, disability, marital status, familial status, pregnancy, genetic predisposition, criminal convictions, domestic violence victim status, and veteran or military status and all other protected classes under federal or state laws in its educational programs or employment. If you are a student or an employee of Stony Brook University and you consider yourself to be a target of discrimination or harassment, you may file a complaint in writing with the Office of Equity and Access. If you choose to file a complaint within the University, you do not lose your right to file with an outside enforcement agency such as the State Division of Human Rights, Equal Employment Opportunity Commission, or the Office of Civil Rights.

Photographs in various University publications should feature ethnic, gender, ability, age and other forms of diversity. Copy for publications should include the accomplishments of diverse populations and appear appropriately distributed throughout the publication wherever relevant or possible.

The Director of the Office of Equity and Access conducts regular reviews of publications, advertising, promotional materials and the like to ensure compliance.

All publications for external distribution must be registered with the Office of Marketing & Communications prior to printing. Print advertising, video and radio scripts, must also be registered with this office.

**Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Office of Equity and Access**

201 Administration Building  
Stony Brook, NY 11794  
(631) 632-6280  
[www.stonybrook.edu/oea](http://www.stonybrook.edu/oea)

**Office of Marketing & Communications**

138 Administration Building  
Stony Brook, NY 11794  
(631) 632-6335

## **Human Resource Services:**

### **West Campus, Health Sciences, and School of Medicine**

390 Administration Building  
Stony Brook, NY 11794  
(631) 632-6161

### **Stony Brook University Hospital**

31 Research Way, Suite 200  
East Setauket, NY 11733  
(631) 444-4700

## **Student Accessibility Support Center**

Stony Brook Union, Suite 107  
Stony Brook, NY 11794  
(631) 632-6748

## **Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Equal Opportunity/Affirmative Action Policy](#)
- [Sexual Misconduct & Reporting Policy](#)
- [Stony Brook University Non-Discrimination Statement and Title IX Notice of Non-Discrimination](#)
- [OEA: Reporting an Accessibility Barrier](#)
- [Complaint Procedure for Allegations of Discrimination](#)