



About UBC Bulletin

UBC Bulletin acts as a channel for UBC's senior leadership to inform and engage broader leadership at the university.

UBC Bulletin is owned by the UBC Executive. UBC Internal Communications acts as the steward/facilitator of this channel.

UBC Bulletins are issued Monday to Thursday, between 11am and 1pm (allowing time for messages to make their way through the system), with a maximum of one UBC Bulletin permitted each day.

However, it is possible for a UBC Bulletin to be issued on the same day as a UBC Broadcast.

UBC Bulletin signatories must be a Vice-President (VP) or Associate Vice-President (AVP).

Only a select number of UBC communicators are able to submit a request. The Internal Communications team adopts the role of advisor around message content and timing.

Examples

ADVANCE NOTICE OF UNIVERSITY-WIDE INITIATIVES OR ORGANIZATIONAL CHANGES

UPDATES ON PREVIOUS INSTITUTIONAL MESSAGING

LARGE SCALE PROJECT UPDATES/DEVELOPMENTS

INVITATIONS FOR FEEDBACK

SENIOR-LEVEL APPOINTMENTS/CHANGES (DEAN AND AVP LEVEL)

RESEARCH GRANT INFO/DEADLINES

ORGANIZATIONAL CHANGES WITH LIMITED FACULTY/STAFF IMPACT

LARGE SCALE CONSULTATIONS

UBC Bulletin checklist

Refer to this checklist to determine whether your message meets the guidelines for UBC Bulletin.

GUIDELINES

- Timely:** Is this information timely, and will it have significant importance for the majority of the audience, and/or the operations of the university?
- Approved:** Does my message have VP- or AVP-level approval?
- Signatory:** Does my message have a VP- or AVP-level signatory?
- Relevant:** Will it be of broad relevance to leadership?
- Adhering to existing policies:** Does my message adhere to all existing UBC policies, in particular [Policy GA3: Communications](#) (PDF) and [Policy SC14: Acceptable Use and Security of UBC Electronic Information and Systems](#) (PDF)?
- Intended for UBCV and UBCO campuses:** Is my message of relevance to both campuses? If applicable only to one campus, will a similar message be circulated through different channels at the other?

Learn more

To learn more about UBC Bulletin, review our [governance guidelines](#).

Any questions?

Please [contact](#) the UBC Internal Communications team.