



POLICIES AND PROCEDURES

Originator: Marketing/ PR
Subject: Faculty/Staff Nametags
Date: January 17, 2001

A. Background

The nametags are available as part of the visual identity of Missouri Baptist University. A specific nametag design has been made to coordinate a unified look. The tags are metallic silver with MBU Blue ink, displaying the University's 2000 seal, nameplate, and employee name and department.

B. Policy

All faculty and staff are required to have nametags for use at special events. Departments may also determine additional student staff that may need nametags for related functions.

C. Guidelines

How to order:

The nametags can be ordered through Sandy Schulten, Assistant to the Provost. Signatures and account codes are required for each department's order. The price is \$7.00 per tag. Shipping and handling and is included. Large orders will be taken during the first week of each new semester. Allow two to four weeks for delivery.

Examples of appropriate text:

Nametags should include first and last name. "Dr." is acceptable, but avoid "Mr.," "Mrs.," "Ph.D.," etc. Degrees are not to be listed. Excerpt taken from *The Chicago Manual of Style* 14.10 Mr., Mrs., Ms., and Dr. are also dropped if another title is used: Examples: Leroy S. Wells, Ph.D. and Jane Roudebush, M.D.

Faculty is preferred to use discipline-specific titles.
(“Professor of Chemistry” or “Professor of Natural Science”)

Staff and Student Workers are preferred to use department names, rather than titles.
(“Student Activities”, “Financial Aid”)

Executive positions (President's Cabinet) are encouraged to use their specific titles.
(“Provost”, “Dean of Students”)

Note:

Peel and stick nametags for faculty/staff are never acceptable.