



SMOKE/TOBACCO-FREE POLICY

Places to Promote the Policy

The following are key places to include the Smoke/Tobacco-Free policy language and available cessation resources:

Leadership/ Administration

- Communications to campus from Chancellor or other leadership

Human Resources

- Job Descriptions or Jobs webpage
- Employment Application (add language to certification)
- Applicant touch points - phone screens, email services, recruitment brochures/job fair materials

Student - Admissions and Orientations

- Admissions website and materials (Grad/Undergrad)
- Student Orientation - freshman, graduate, transfer
- Student Guide/Handbooks - undergraduate, graduate, transfer
- Code of Conduct
- Student Health website and communications
- Student Academic Affairs website
- Campus Tours

Staff Orientations/ Trainings

- New Staff Orientation
- Staff handbook
- Manager/Supervisor Trainings
- Post-Doc Office

Contracts/Agreements

- Contracts/agreements with vendors and contractors
- Housing contracts
- Conference center contracts

Faculty

- Academic Personnel office - Materials for Faculty
- New Faculty Orientation
- International Scholars Office

Other Places to Consider

- Computer log in screen at Libraries or other public portals
- Campus Tour scripts
- Athletic event tickets/flyers/Announcements
- Large Student event ticket/flyers
- Parent Orientation
- Wellness Program materials

- EH&S materials
- Occupational Health materials
- Town Halls
- Student Events
- Student Newspaper
- Posters within residence halls, dining halls, and employee break areas
- Alcohol/Tobacco/Drug education modules
- Ambassador Program
- Housing websites
- Alumni Center
- Associated Students/ Student Government website or Social Media
- Campus Health Services
- Career Center
- Conference, Events and Catering Services
- Visitor Information and Maps
- Informational Student Center
- Libraries
- Parking garage tickets