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

**Advanced 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.