

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information
AREA: University Marketing and Communication

Number: 01.04.01

SUBJECT: UH Branding Policy

I. PURPOSE AND SCOPE

The University of Houston brand and adherence to its components and guidelines will ensure consistency and recognition of the brand. Recognition of the greater University brand benefits each of its programs and key segments independently and promotes a strong brand identity. This policy defines the rules and procedures set forth by the Vice President of Marketing and Communications for the use of the brand by all divisions, departments, and business units on campus.

II. POLICY

Branding for University Marketing:

- A. Marketing activities and advertising materials created by University of Houston divisions, departments, business units or any programs representing themselves to be a part or belong to the University must adhere to and be designed according to the [University Brand Guidelines](#).
- B. University of Houston colleges, divisions, departments, business units, student organizations and/or activities or any program representing themselves to be a part or belong to the University must adhere to the official logo usage guidelines in accordance to the [University Brand Guidelines](#).
- C. Marketing activities and advertising materials created by divisions, departments or business units of the University must contain a university-approved logo in the university-approved format. University-approved logos can only be created by the University Marketing and Communications Division.

III. DEFINITIONS

- A. Marketing: The activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.
- B. Advertisement: Any written, verbal or visual message submitted for publication in newspapers, magazines, radio, television, billboards, promotional items, Web sites, or any other written or recorded media with the intended purpose of persuading, informing, or increasing brand awareness with a targeted audience.
- C. Official University Logo: A mark that is created and/or approved by the Division of University Marketing and Communications.

IV. PROCEDURES

- A. Review and Approval - All marketing materials must comply with the brand review process as outlined on the [Brand Review web page](#). The Vice President of University Marketing and Communications has designated members of the division (UH Branding team) to review and approve all advertising per [MAPP 04.01.03](#).
- B. Official University-Approved Logo Request – Any divisions, departments, or business units of the University that need a new logo or would like a change to an existing logo must be made by sending an email to branding@uh.edu. There is a 5-business day turnaround time on official University logo creation. If someone is in immediate need of an official University logo, please state this in the email and the Division of University Marketing and Communications will try to accommodate.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for University Marketing and Communications

Review: Every three years on or before September 1

VII. APPROVAL

Lisa Holdeman

Vice President for University Marketing and Communications

Paula Short

Senior Vice President for Academic Affairs and Provost

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: 1/29/2020

VIII. REFERENCES

[SAM 01.D.03 – Trademark Management](#)

[SAM 01.E.01 – Office of Intellectual Property Management](#)

[SAM 01.H.01 – Social Media Policy](#)

[American Marketing Association \(October 26, 2018\), Definition of Marketing](#)

[University Branding Guidelines Web Site](#)