The School of Humanities, Arts, and Social Sciences

Website Policy

1.0 Intent:

The School of Humanities, Arts, and Social Sciences maintains a web presence for the primary purpose of recruiting new undergraduate and graduate students. The second priority is to provide program, research, faculty and student news and information for colleagues, media, and other community members.

2.0 Definition:

The HASS Website is defined as the official HASS web pages located at www.hass.rpi.edu, www.cogsci.rpi.edu, www.cm.rpi.edu, www.economics.rpi.edu, www.sts.rpi.edu and www.arts.rpi.edu.

3.0 Policy:

3.1 Design:

The final design of the HASS website including graphical treatment, look and feel, layout, navigational structure and content types are the responsibility of the web redesign committee (when convened) and with approval of the Dean. The design may be created by an external design firm or through internal resources and must have approval from the office of Strategic Communications and External Relations for compliance with Rensselaer standards.

3.2 Implementation:

The Information Services staff are responsible for the technical implementation of the website once web templates are created or responsible for overseeing such an implementation if the implementation is completed by a 3rd party.

3.3 Content:

The website content is the responsibility of many individuals as outlined below in section 4.0.

3.4 Infrastructure:

The Information Services staff is responsible for maintaining the infrastructure on which the website resides or identifying and facilitating an alternative hosting arrangement if appropriate.

4.0 Responsibilities:

4.1 News Items:

Content Creator: Individual Faculty

Content Entry: Individual Faculty

Content Publisher: Administrative Services

Timeframe: As news occurs with a target minimum of 1new story per week

Syndicated to: Morning Mail, Concerto

4.2 Events:

Content Creator: Individual Faculty

Content Entry: Individual Faculty

Content Approval: Department Head

Content Approval: Business Services (for budgetary reasons)

Content Publisher: Administrative Services

Timeframe: As events are scheduled

Syndicated to: Morning Mail, Concerto

4.3 Faculty and Staff Directory Information:

Content Entry/Publisher: Administrative Services

Timeframe: As changes occur

4.4 Faculty and Staff Biography and Photo:

Content Creator (Biography): Manager, Research Administration and Program Development

Content Creator (Photograph): Professional photographer if possible

Content Entry: Manager, Research Administration and Program Development

Timeframe: As changes occur

4.5 Facilities:

Content Creator: Information Services

Content Entry: Information Services

Timeframe: As changes occur

Photos: Professional photographer or Information Services staff

4.6 Site Galleries:

Content Creator: Faculty and professional photographers

Content Entry: Manager, Research Administration and Program Development

Timeframe: Once a semester

4.7 Graduate Programs:

Content Creator: Graduate Program Directors and Associate Dean for Graduate Studies

Content Editor: Associate Dean for Graduate Studies

Content Publisher: Associate Dean for Graduate Studies

Timeframe: Reviewed annually during the catalog update period.

Note: Content template will be uniform across degrees and will be approved by the Dean.

4.8 Undergraduate Programs:

Content Creator: Degree Program Director and Manager Student Services

Content Editor: Associate Dean for Academic Affairs

Content Publisher: Manager Student Services

Timeframe: Reviewed annually during the catalog update period.

Note: Content template will be uniform across degrees and will be approved by the Dean.

4.9 Research:

Content Creator: Department Head

Editor: Manager, Research Administration and Program Development

Publisher: Manager, Research Administration and Program Development

Timeframe: Reviewed annually

Note: Content template will be uniform across degrees and will be approved by the Dean.

4.10   Other Photos:

Content Creator: Individual faculty and professional photographer

Timeframe: Target once a semester. Minimum annually.