



Policy Title:	Use of Faculty-Level Landing Pages
Policy Number:	PAC-17-01
Established:	
Approved by:	IT Steering Committee
Last Approval Date:	
Revision Date:	
Position Responsible for Maintaining and Administering the Policy:	Rob Aitkens, Web Development Team Leader, PAC

University of Windsor Policy on the Use of Faculty-Level Landing Pages

Scope:

This policy applies to all members of the University community—including students, staff, faculty, and administration—regarding:

- **Websites hosted by the University within the Drupal 7 CMS**

This policy applies in conjunction with the University's other policies and legal obligations. The University makes reasonable efforts to ensure that every member of the University community is aware of its guidelines and policies.

Policy Statement:

The University has developed a faculty-level landing page for use on its websites at the discretion of Public Affairs and Communications in support of—and aligned with—the University's Strategic Priorities. The designation of "faculty-level" is not intended to restrict the use of the page to only faculties but rather highlight that it should be used only for those areas that rise to a faculty level in terms of importance to the University's mission.

Areas that qualify to use this landing page is restricted to:

- Faculty of Arts, Humanities and Social Sciences
- Faculty of Education
- Faculty of Engineering
- Faculty of Graduate Studies
- Faculty of Human Kinetics
- Faculty of Law
- Faculty of Nursing

Odette School of Business
Faculty of Science
Leddy Library
Centre for Executive and Professional Education
Student Recruitment (Future Students)

Use of the faculty-level landing page is not mandatory and certain areas that are approved to use the page may choose not to.

It is important to recognize that this landing page requires that human resources be devoted to its creation and maintenance. The page is intended to be refreshed frequently with updated content and messaging. The page may be beyond the needs or abilities of a specific area approved to use it.

The intent of this guideline is to restrict the use of the faculty-level landing page to a small (less than 15) number of websites to ensure it remains fresh and unique, properly highlights key areas of the University and is properly maintained in all instances.

Contacts for the Policy:

For IT Services:
Marcin Pulcer
Manager, Web Services & Systems Support
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For Public Affairs & Communications:
Rob Aitkens
Web Design and Development—Team Leader
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Review Process for Policies

The guideline will be reviewed every 5 years. Under the following circumstances the policy may be reviewed before the 5 year term: changes in legislation that affect the guideline; a specific incident triggers a review of the guideline; there is a request made by a governing body, such as the Board of Governors, to review the policy.

Process for Communicating Policies

The guideline will be posted on the University of Windsor's Drupal webpage, within two weeks of the approval of the guideline. The guideline will also appear on the IT Services Web site under Best Practices. Contact Information: inquiries regarding the policy should be directed to Ryan Kenney, Executive Director, IT Services (ryan.kenney@uwindsor.ca or ext. 2759) or designate.

Posted to: www.uwindsor.ca/drupal/306/web-policies-guidelines

Example of a Faculty-Level Landing Page



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ABC Location

JUL
15

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18:00
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JUL
18

Lorem Ipsum Presentation
with Jane Smith
18:00
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