

# **Guidelines for Rights to and Responsibilities for College-Wide Discipline Websites**

*Approved by the Teaching & Learning with Technology Committee, May, 2008  
Approved by Dr. Summers, Vice President of Academics and Student Services, May, 2008*

## **Editorial Rights to Discipline Web Space**

1. People who wish to serve as editors of college wide discipline websites may do so by obtaining written approval/consent from a majority of faculty of the respective discipline. Each discipline faculty member may vote for only one website editor.
2. A majority of faculty present at the annual discipline meetings may renew or reallocate editorial rights to respective discipline websites. This permits collegiality and compromise to shape the content, layout, and other features of these sites. Faculty of a common discipline may agree upon an alternative method of identifying their discipline website editor.
3. Discipline website editors are responsible for providing useful information and content to colleagues and students.
4. Discipline website contributors must consent to share content with faculty, students, and others on a publicly accessible server.
5. All faculty, full and part time, must be treated equally on discipline websites.
6. Images of faculty members may not be used on college-wide discipline websites without their permission.
7. Discipline websites that fail to meet requirements or that violate college or VCCS policies will be removed from the server by the authority of the discipline's Lead Dean.

## **Provisions for Feedback and Refinement**

1. Discipline website editors must provide a working email link to themselves and the Lead Dean at the bottom of the program site's index page.
2. Discipline website editors must respond to feedback from students and program colleagues or risk non-renewal of editorial rights.
3. Designated discipline website editors shall meet with Web Services once a year to discuss maintenance of the website. If this requirement is not met, Web Services may remove discipline web sites, after consulting with the discipline's lead dean.