



## TCC, College Faculty Senate Policy on Access Privileges for Faculty Senate Web Pages

Upon election of Faculty Senate officers for the next academic year, a transfer or confirmation of official privileges to TCC Faculty Senate web pages will take place. The process and assignment of these privileges follows.

No later than the end of May, the incoming Faculty Senate Chair will provide the TCC Web Services Webmaster an approved list of persons with privileges for updating and maintaining TCC Faculty Senate web pages. Rights are then assigned to these individuals by TCC Web Services. Persons granted these access privileges will be notified and will immediately become responsible for maintaining content of their assigned Faculty Senate web page(s).

At this same time, the Faculty Senate Chair will also provide the TCC Webmaster with a list of individuals who no longer serve in their former capacities, and, therefore, no longer require access privileges. The Webmaster will be directed to remove rights for these persons.

The approved Faculty Senate representatives for Faculty Senate web page content management will be as follows.

### **ACCESS TO ALL FACULTY SENATE AND CAMPUS SENATE WEB PAGES**

- EXECUTIVE COMMITTEE OF FACULTY SENATE:
  - College Chair
  - Secretary
  - Treasurer
- COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE
  - Committee Chair
  - Other Communications and Public Relations Committee members as deemed necessary

### **ACCESS TO ONLY SPECIFIED CAMPUS WEB PAGE(S)**

Chesapeake Campus web page(s) = Chesapeake Campus Senate Chair or designee  
Norfolk Campus web page(s) = Norfolk Campus Senate Chair or designee  
Portsmouth Campus web page(s) = Portsmouth Campus Senate Chair or designee  
Virginia Beach Campus web page(s) = Virginia Beach Campus Senate Chair or designee

**Authorization:** Chris Cartwright, Chair, College Faculty Senate

**Date:** May 7, 2009

**Effective Dates:** May 7, 2009