

## POLICY ON DEPARTMENT WEB COMMITTEE

Created: January 13, 2004

Last Edited: February 10, 2016

### Policies:

1. The Committee is comprised of:
  - Associate Head, Department of Psychology, Chair
  - One Faculty Representative, chosen by Chair in consultation with Head, Member
  - Web Administrator, Department of Psychology, Member
  - Web Technical Administrator, Faculty of Arts, Ex Officio
2. The Committee will oversee the development and maintenance of Department web pages in support of its research, teaching, and administrative functions.
3. The Web Administrator is responsible for implementing development and changes to Department web pages, in consultation with the Associate Head.
4. Department web pages will adhere to University standards for web content management and brand identity.

### Procedures:

1. The Committee normally will meet once per year. The Chair may schedule additional meetings to ensure web development and maintenance occurs in a timely fashion.
2. Prior to meeting, the Committee will seek input on our current web content from:
  - Web Administrator (including consideration of site use analytics)
  - Department of Psychology Staff
  - Undergraduate Program Director
  - Psychology and Clinical Psychology Graduate Program Directors
  - graduate and undergraduate students
3. During the meeting, the Committee will:
  - review the input it has received
  - discuss and approve changes to Department web pages
  - review this policy
  - discuss and recommend changes to this policy.