

Web Contributor Access Approval Policy

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Issued By: Web Design Services
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Purpose:

To define the process for employees to serve as web contributors on the Clarion University Website.

Responsibilities:

Web contributors will:

- Obtain Initial permission to edit the website by their supervisor
- Complete training on the website CMS and Clarion University brand
- Complete a probation period where they send their web edits to the web designer/developer for approval on the website
- Work directly with the web designer/developer to create new web pages or change the navigation of existing pages
- Send images for their web pages to the web team for resizing and publishing on the website

When concerns arise between a contributor and the web designer/developer, both parties' supervisors will be responsible for a resolution.

Access Removal

When contributors no longer want to edit the website, they can email the web designer/developer to have their access removed. The web team will manage their area of the website moving forward until the department supervisor assigns someone else as the web contributor for that area. If the contributor has not logged into the CMS within 365 days, the web designer/developer may remove their access to the CMS and contact the department supervisor to find out how their area of the website should be managed moving forward.

Contributor access can be removed at the request of his/her supervisor. If the contributor is consistently creating content that is not within the university's brand, that contributor's access can be suspended or removed at the request of the director of marketing or vice president of Advancement.

The web designer/developer may require that contributors return to the probation level if their web edits do not stay within the brand. If they are returned to the probation level, their direct supervisor will be notified, and a meeting about the concerns will be scheduled.