Policies of the University of North Texas Health Science Center	Chapter 04 - Administration
04.305 Web Policy	

Policy Statement.

This policy governs all UNTHSC web sites that reside on the hsc.unt.edu or unthsc.edu domain. Published web pages must be in compliance with all campus, state, and federal regulations. Failure to comply with this policy may result in disconnection of a web page or site until the compliance issue is resolved.

Application of Policy.

This policy applies to all individual, department, and organization web pages that reside in the hsc.unt.edu or unthsc.edu domain.

Definitions.

1. Web domain. "Web domain" means the official, registered University web identifier "hsc.unt.edu" or "unthsc.edu".

2. Web page. "Web page" means a single page of information within a web site.

3. Web site. "Web site" refers to a group of related web pages that provide information for an organizational entity.

4. Web site owner. "Web site owner" is the senior administrator of the UNTHSC department, program, college, or organization whose information makes up the majority of a web site's information. The web site owner must designate an individual to be responsible for each web site page who is listed as contact person on the page, listed with the web team as contact person, and who conducts the minimum required review and update of the site (every 6 months).

5. Web team. The members of the web team are technical support personnel with expertise in web site management, applications, and services, and whose job is campus-wide technical support of the UNTHSC web domain. These are staff members that report to and include the Web Services Manager in the Information Technology Services department.

Procedures and Responsibilities.

1. Operational support of the UNTHSC web server infrastructure and connectivity is provided by the Information Technology Services department. Central coordination of web standards and technical support services is provided by the web team in

cooperation with the Marketing and Communications department and other campus departments and services.

> Responsible Party: Vice Provost for Academic Affairs & Development and Chief Information Officer/ Vice President for Marketing and Communications.

2. Ensure University-wide compliance with UNTHSC branding and use of logos, seals, and other visual identifiers on the web in addition to monitoring to ensure current site content information and linkages

> Responsible Party: Vice President for Marketing and Communications, Web Site Owners and Designees

3. Each web page on the UNTHSC domain must have at least one person registered with the web team who is responsible for compliance, accuracy, and regular updates. All departments and services must assure that their web sites have a current employee assigned and registered to maintain their web pages, that the responsible person's name and contact information appear on the web site, and that a formal review and content update occurs every six months at a minimum.

> Responsible Party: All UNTHSC web site owners; web team; Marketing and Communications

4. To add a new web page to the UNTHSC domain, a request must be submitted to the ITS Helpdesk. The Web Services Manager will review the request and determine if the new site is a UNTHSC department, program, or other mission-related activity that should reside in the domain. For approved new sites, the Web Services Manager will assign coordination of the content and design to a web team member for implementation.

> Responsible Party: All UNTHSC web site owners; web team; ITS Helpdesk

5. Web forms that collect information from the public must include a link to the site's privacy and security policy. Encryption technology (SSL or equivalent) must be used on any forms that require the user to enter any of the following: name, Social Security Number, or other personal information; individual e-mail address; payment information; or an individual access identification code and password.

> Responsible Party: All UNTHSC web site owners; web team

6. The following are regulations, policies and guidelines that govern the design, development, and functionality of UNTHSC web pages. The Web Services Manager is responsible for ensuring compliance of all sites in the UNTHSC domain, and will notify site owners of non-compliance that they must correct within a reasonable timeframe or have the page disabled until it is compliant.

   a. Texas Administrative Code, Title 1, Chapter 206, Subchapter C, "Institution of Higher Education Web Sites."

   b. UNTHSC Policy 5.211 Electronic and Information Resources Accessibility Policy

   c. UNTHSC Branding Guidelines http://www.hsc.unt.edu/media/images/Marketing_Identity_Guide_Sept2011.pdf

   d. UNTHSC Web Publishing Guidelines http://www.hsc.unt.edu/policies/webgdlns.cfm

      Responsible Party: Web Services Manager, All UNTHSC web site owners; web team

References and Cross-references.

Texas Administrative Code, Title 1, Chapter 206, Subchapter C, "Institution of Higher Education Web Sites."

Texas Administrative Code, Title 1, Chapter 213, Subchapter C, "Accessibility Standards for Institutions of Higher Education."

Section 508 of the Federal Rehabilitation Act of 1973.

Federal Workforce Investment Act of 1998.

Texas Government Code, Title 10, Subtitle B, Chapter 2054, Subchapter M, §2054.456, "Access to Electronic and Information Resources by State Employees with Disabilities."

Texas Government Code, Title 10, Subtitle B, Chapter 2054, Subchapter M, §2054.457, "Access to Electronic and Information Resources by Other Individuals with Disabilities."

UNTHSC Policy 5.211 Electronic and Information Resources Accessibility Policy

UNTHSC Branding Guidelines

http://www.hsc.unt.edu/media/images/Marketing_Identity_Guide_Sept2011.pdf

 UNTHSC Web Publishing Guidelines http://www.hsc.unt.edu/policies/webgdlns.cfm

Forms and Tools.

A list of approved publication types and meta tag examples are available at
http://www.tsl.state.tx.us/trail/about.html

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