



REGULATIONS

REG No.: 773

FACULTY WEB PAGES

I. PURPOSE

The purpose of this policy is to establish minimum guidelines that ensure the same high standards for faculty web pages that exist for printed publications.

II. BACKGROUND

Electronic media play a major role in projecting a positive image of Wharton County Junior College (“WCJC” or the “College”). The purpose of faculty web pages is to enhance the educational mission of WCJC.

III. POLICY

- A. All faculty web pages on the faculty web server are subject to review by WCJC. The contents of all pages must abide by and conform to local, state, and federal law, and to WCJC policies.
- B. Faculty web pages that provide material supporting WCJC course instruction are appropriate. However, pages that are recreational and provide little or no information pertaining to WCJC may not be linked to WCJC’s web pages.
- C. All statements contained in faculty web pages must be consistent with and in compliance with WCJC’s overall policies, mission, and purpose.
- D. The faculty web server is designed as a space for faculty to design web pages that display information for their teaching activities only; therefore, it is not appropriate for faculty to use this server space for personal, political, or commercial purposes.
- E. Faculty shall not give their login names and/or passwords to students.

(POLICY APPROVAL: 1-15-08, Board of Trustees)

IV. PROCEDURES AND GUIDELINES

- A. Before faculty web pages go live on WCJC’s faculty web server, a completed Faculty Web Page Application Form must be filed with the Division Chair and a copy sent to the Webmaster.
- B. Electronic documents are subject to the same WCJC policies and standards as print publications.
- C. All copyright and trademark laws apply. Faculty must obtain copyright permission and Publicity Releases to publish text, graphics, and photographs that are not in the public domain.
- D. Completed student work assignments may only be posted on the faculty web server upon the completion of the Publicity Release Form – Consent to Release Student Class Work Assignments.
- E. Use of copyrighted materials must be in accordance with WCJC policies and filed in the library as described in Regulation 276.
- F. Faculty web pages must be created by using one of the supported Faculty Web Page samples on the WCJC Intranet.

- G. Faculty web pages that do not comply with WCJC's policies and/or guidelines will be removed from the faculty web server. It is the responsibility of the division chairs to monitor and review the information on the faculty web pages in their area. The division chairs will work with the faculty to ensure that WCJC guidelines and policies are followed.
- H. The faculty member is responsible for the following: design, construction, and establishment of the page; planning, coding, and input of all page content; procurement of necessary copyright releases; timeliness of page content; manipulation of page graphics; and on-going maintenance and updates.
- I. The Webmaster is responsible for the following: create and maintain faculty web user accounts, provide training and technical support, prepare tutorials and other training materials.
- J. It is the responsibility of each faculty member to maintain and keep current all web pages within his/her realm of responsibility. A review of content should be completed each semester and all links should be checked for continued accessibility.
- K. Faculty web pages must include the following information at the end of each page:
1. WCJC department and faculty member's name
 2. Faculty contact information
 3. Date last updated
 4. Link back to WCJC main page at www.wcjc.edu
- L. Small animated graphics and sound files may be used. Video clips are discouraged because of the hard drive resources they use.
- M. WCJC's webmaster will create a user directory on the web server upon receiving the approved Faculty Web Application Form. It is the faculty member's responsibility to notify the Webmaster when the site is functional and ready to be put on-line.
- N. Upon request, faculty web pages will be linked from the departmental web page and the Employee Directory.
- O. Acceptable information for a faculty web page includes such items as the following:
1. Course syllabus
 2. Assignments
 3. Course materials
 4. Calendar of course due dates
 5. Information for courses provided entirely or partially over the Internet
 6. Position of faculty member at WCJC
 7. Faculty member e-mail address and WCJC telephone number
 8. Home telephone number or other means of contact
 9. Office hours
 10. Curriculum vitae with no external linkages

As a general rule, personal information should not be provided on a faculty web page.

- P. Division Chairs are responsible for immediately notifying the Web Review Group upon the retirement, termination, non-renewal, or resignation of faculty members in their division. Web development access will be revoked and links from the WCJC website to a live faculty webpage will be terminated for all non-returning faculty members.

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