Policy Sections

Section 1. Content Providers Roles and Responsibilities
Responsible party: Division Staff and/or Faculty Member (Appointed by Content Owner/Manager)

- Ensures outdated or superseded information is brought to the attention of the Site Manager.
- Obtains, reviews and sends content updates to the Site Manager.
- Provides detailed instructions to the Site Manager.

Section 2: Guidelines for Submitting Web Content to Site Manager
Please follow the basic guidelines listed below.

- Always provide the URL of the page that needs to be updated along with concise instructions.
- Always provide photos, images, and graphics in the largest format possible and send as an individual file (png, jpg, gif, tif, etc.).
- The file name must describe the image (John Smith.jpg; doctor with patient.png)
- Provide images and/or documents to the Page Manager by using one of the following electronic communications: Email; USB Flash Drive; Print pages, mark edits & scan to email
DOM Website Policies & Procedures

Section 3. Example of how to communicate with the Site Manager

Green text = Instructions | Black text = Web Content

On this page: http://www.dom.umn.edu/research/index.htm, please create a new link called: Faculty Research Resources. Please have that link open to a new page with the text listed below. Note: Each of the bulleted text items (below) will need to have a link to a new page or a dropdown page/menu

Faculty Research Resources
- Biostatistical Support
- Internal peer review

All DOM Faculty are eligible for these resources. However, we are particularly committed to supporting faculty during their first 5 to 7 years in rank: instructors . . . . etc.

Link each of the bulleted text items (above) to the corresponding sections or files listed below:
- Biostatistical Support Link to: biostatisticalsupport.umn.edu
- Internal Peer Review Link to: Peer Review.pdf

Section 4. Drupal Editing Access

DOM Communications Office will continue to manage all editing aspects of the official DOM website. Content Providers may continue to send updates on a regular basis to: dommedia@umn.edu.

Section 5. Site Manager Roles and Responsibilities

Responsible party: DOM Communications Office

- Creates web pages/nodes, uploads, updates, edits and formats all web content, photos, videos and documents which are provided by the Content Provider/Owner.
- Complies with the AHC and DOM style guidelines to ensure that the page content and presentation is consistent with UMN and AHC policies and procedures.
- Works directly with AHC Communications for special requests, resources, updating/adding complicated scripts and troubleshooting issues.
- Defines and provides guidelines, training, best practices, standards, style sheets, and other resources to Content Providers/owners and page managers.
- Manages access and support for DOM websites, web pages and intranet (Google) sites.

Section 6. Content Owner/Manager Roles and Responsibilities

Responsible party: Division Faculty or Area Administrator

- Determines content, writes and reviews published pages for accuracy.
- Responsible for managing and communicating all aspects of web content with the Content Providers.

Section 7: Contact Information

- For regular day to day content updates, please email: dommedia@umn.edu.
- For extensive content and/or layout changes, please email dommedia@umn.edu or call Sabrina at 6-5795 or Cindy at 6-8904 to set up a meeting.
Appendixes

Appendix A. Scope
This policy establishes website content requirements, communication and restrictions for editors, Content Providers and other individuals who are responsible for maintaining content for their section, division, or program housed under the official Department of Medicine’s (DOM) website (dom.umn.edu). This policy also adheres to all UMN Google sites that is related and/or connected to the Department of Medicine.

Appendix B. Policy Statement
This policy defines the Academic Health Center (AHC) and DOM standards for managing content and communication between Content Providers and the DOM Communications Office.

Appendix C. Reason for the Policy
The DOM Chair’s office has high expectations for quality and up-to-date content housed under the official DOM website. Sound business practices as well as compliance with regulations requires appropriately protecting the confidentiality, integrity and the accessibility of DOM electronic information. The efficiency, accuracy, and continuity of maintaining DOM website pages depend on Content Providers sending relevant and time-sensitive content updates on a regular basis.

Appendix D. Purpose of Official DOM and UMN Google Website Pages
The purpose of the DOM website is to provide information to the general public about department/division activities, articles, awards, educational programs, research, news, contacts and other related information. Any information pertaining to specific details about individuals, program schedules, events or other relevant information can be housed on a UMN Google website which can be X500 protected depending on the content. All confidential information must be X500 protected. DOM and Google Websites cannot be used for any Patient Health Information (PHI) in conjunction with HIPPA Violations and Enforcement. Authorized editors must follow all AHC and DOM style guidelines, rules and guidelines to ensure continuity.