Minimum Website Content Standards

Academic Schools should have all of the following information posted on the website:

1. Dean, link to their cabinet bio, (letter from the Dean, optional), general school email address, phone number, and location

2. A description of the School, a short history, the mission statement, some brief news, one or two notable alumni, and a sentence or two about the current Dean, his contact info, as well as names of the Departments and appropriate chairpersons, their locations and general departmental phone number, plus pictures of relevant staff

3. Contact information for more information and/or feedback: phone number, room number

4. A regularly updated section for news and accomplishments

5. Links to School-wide publications

6. Links to Faculty and Staff Directory and Document Library

7. Links to associated Centers, links to Academic Departments

Departments should have the following information posted on the website:

1. Body text should contain a description of the Department, a short history, the mission statement, some brief news, one or two notable alumni, contact information

2. A sentence or two about the Chairperson, academic standards, as well as names of the Departments and appropriate chairpersons, contact information: phone number, room number; the degrees that the Department offers, plus pictures of relevant staff

3. A regularly updated section for news and accomplishments

4. Links to course directory, a faculty and staff directory, and a relevant document library

5. Link to our “Grading Policies Page”

Academic and Research Centers should have the following information posted on the website:

1. Body text should contain a description of the Center, a short history, the mission statement, some brief news, one or two notable alumni, his contact info, a sentence or two about the Director

2. Names of appropriate staffers, contact information: phone number, room number; plus pictures of relevant staff

3. Links to course directory, a faculty and staff directory, and a relevant document library

4. Accomplishments

Administrative departments should have the following information posted on the website:

1. Body text should contain a description of the Center, a short history, the mission statement, some brief news, one or two notable alumni, his contact info, a sentence or two about the Director

2. Names of appropriate staffers, contact information: phone number, room number; plus pictures of relevant staff

3. Links to course directory, a faculty and staff directory, and a relevant document library.

4. Information on services offered by the department