

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	September 2006
Section 5.9	Publishing on the World-Wide Web	Revised:	
Policy 5.9.2	Web Governance and Administration	Responsibility:	Vice President and Chief Information Officer

WEB GOVERNANCE AND ADMINISTRATION

Policy

The Web Advisory Committee serves as a high-level advisory committee on web affairs to the Chief Communications Officer, and the Vice President and Chief Information Officer. The Committee reports to the Computing Resources Committee, and will seek the widest representation possible. It will:

- Evaluate and recommend any changes to the University's web guidelines and policies.
- Resolve web-related issues and policy appeals raised by the Health Science Center community.
- Develop and publish guides that are helpful to Web site publishers.
- Provide direction for growth of the web environment.

The Vice President and Chief Information Officer will appoint the University Webmaster who will have operational responsibility for the University Web site and monitor compliance with guidelines and standards.

The Webmaster's responsibilities will include:

- Communicating with Web site publishers
- Advising on web training requirements
- Coordinating web resources
- Providing "help desk" support for Web site publishers
- Meeting regularly with Web site publishers
- Acting as a liaison between departments involved in web-related activities
- Tracking use of web-related resources and services

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- Responding to complaints concerning appropriateness, timeliness, accuracy, or completeness of information
 - Providing a search engine
 - Identifying potential security threats, and working with the Information Security Office
 - Functioning as an expert and consultant on current practices and applications of web technology
 - Recommending web-related enhancements to the Web Advisory Committee

The Vice President and Chief Information Officer may remove any uthscsa.edu Web site that fails to adhere to the *Handbook of Operating Procedures* (HOP), [Section 5.9](#), "Publishing on the World-Wide Web", or other applicable policies.
