

{draft date April 9, 2019}

Rule 4-003C University Webmaster Responsibilities and Authority

Effective date: July 1, 2019

I. Purpose and Scope

- A. The purpose of this rule is to outline the authority and responsibilities of the University Webmaster and governance of the University Web Home Page Suite at www.utah.edu.
- B. This rule applies to the University Webmaster and Web Site Resources team, Enterprise Web Advisory Council, University Web Site, registry of University of Utah Web sites, and Web design and construction resources provided by the University Webmaster for University Web Site owners and Webmasters.
- C. This rule supports all sections of the World Wide Web Policy 4-003.

II. Definitions

The definitions provided in Policy 4-003: World Wide Web Resources Policy apply for purposes of this Rule.

III. Rule

The University Webmaster has the following responsibilities:

- A. The University Webmaster shall maintain the registry of Institutional Web Sites and Web Site owners, including point-of-contact and other site-related information.
- B. The University Webmaster and Web Site Resources team shall provide Web site design and web site development resources for Webmasters such as image archives, templates, design guides, human factor analysis, programming,

content management system administration, tools, integrations and support forums.

- C. The University Webmaster shall monitor, archive and respond to all telephone and email communications sent to the attention of the University Webmaster as follows.
 - 1. All communications received will be evaluated and responded to in a timely manner.
 - 2. Issues not directly under the control of the University Webmaster will be forwarded to the appropriate individual(s) for resolution.
 - 3. All incoming email messages will be saved and archived for a period of at least one year.
 - 4. All incoming phone calls will be documented, and documentation will be stored for a period of at least one year.
- D. The University Webmaster shall ensure that registered Web Sites are properly indexed in the University Search Engine.
- E. The University Webmaster shall escalate web site and page compliance concerns to the Enterprise Web Advisory Council for resolution.

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

A. Rules

- 1. Rule 4-003D Web Site Registration

2. Rule 4-003E Domain Name Registration

B. Procedures [Reserved]

C. Guidelines [Reserved]

D. Forms [Reserved]

E. Related Resources

1. Web site: [University Webmaster Resources](#)

2. Enterprise Web Advisory Council [Charter](#) and Operating [Guidelines](#)

V. References [Reserved]

A. University's home page and suite: : <https://www.utah.edu>

VI. Contacts

The designated contact officials for this Rule are

A. Policy Owner (primary contact person for questions and advice): Deputy Chief Information Officer, 801-581-3100

B. Policy Officer: Chief Information Officer, 801-581-3100

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provide in University Rule 1-001:

“A ‘Policy Officer’ will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases...”

“The Policy Officer will identify an ‘Owner’ for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to who the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining –requirements of particular Policies....”

University Rule 1-001-III-B & E

VII. History

Current version: Revision 1, effective date July 1, 2019

Approved by Academic Senate April 1, 2019

Approved by Board of Trustees April 9, 2019