

WEB POLICY/PROCEDURE

1. All portions of the public (external) College of Pharmacy Web site (all pages affiliated with www.pharmacy.arizona.edu *) must meet design, content, navigation and usability guidelines set forth by the University of Arizona and by the College of Pharmacy and must meet all applicable local, state, and federal laws.
2. Guidelines for content, design, navigation and usability specific to the College of Pharmacy Web site will be developed by the College of Pharmacy Director of Communications in collaboration with a committee made up of representatives from primary units within the college and reviewed at least once a year for effectiveness.
3. The College of Pharmacy Director of Communications has authority and responsibility for all content that is posted on the external College of Pharmacy Web site (all pages affiliated with www.pharmacy.arizona.edu). All content on these pages must be approved by the Director of Communications *before* it is included in the site.
4. The COP Director of Communications may delegate responsibility for maintenance of content found within specified pages of the COP Web site to other COP employees or students or to an individual under contract with COP. Those delegated such responsibility will be known as Web Site Unit Coordinators. Web Site Unit Coordinators will observe all Web-related guidelines set by UA and COP, including approval processes and a maintenance schedule agreed upon by the unit represented and the Director of Communications.
5. The COP Director of Information Technology will provide the technology and technical support services needed to develop and maintain the public COP Web site.

*Housed on Pharmacy server and/or representing a division, unit or project that reports to the College of Pharmacy