



# Web Editor Policy

## Purpose

The Web Editor Policy governs the processes by which Web Editors are identified and trained.

## Scope

### Web Editors

1. Web Editors must be designated by the appropriate Vice President in the chain of command.
2. When a Web Editor changes positions, the Web Editor's permissions will be removed unless the appropriate Vice President authorizes the Editor to continue in that role.
3. Student employees are not eligible to be Web Editors.
4. Web Editors must complete the official Web Editor Training program prior to receiving web editor access.
5. Each website node will have a primary editor and a backup editor. Backup editors are assigned and notified by IT.
6. Web Editors and their assignments will be posted on the Web Editor resource page.
7. When a new Web Editor is designated, the appropriate Vice President will notify the affected department(s).

### Web Editor Training

1. IT provides official Web Editor Training every quarter (four times per year).
2. The Web Editor Training program is limited to Web Editors (i.e. employees who are not Web Editors are not eligible to participate).

## Effective Date

January 19, 2021