

## Guidelines For Processing Web Space Requests Inside WWW.SJSU.EDU

The Web Services Unit (WSU) is responsible for the overall Web presence of SJSU.EDU. The WSU maintains the top level pages and offer Web space inside [WWW.SJSU.EDU](http://WWW.SJSU.EDU). The WSU also plays a prominent role in developing, contributing and enforcing web policies and standards on behalf of the Web Oversight Committee (WOC) by working with various campus entities.

This document provides guidelines for processing requests, for Web space inside [WWW.SJSU.EDU](http://WWW.SJSU.EDU) to serve the mission and vision of San Jose State University. These guidelines are developed to retain a coherent logical naming scheme and process all requests fairly. All Web pages hosted inside [WWW.SJSU.EDU](http://WWW.SJSU.EDU) will follow the, policies and guidelines established by the Web oversight committee, university senate, office of the chancellor, state and federal organizations.

Request for changes or exceptions to these guidelines, should be made to the Associate Vice President for Academic Technology, for referral to the Web Oversight Committee.

- 
- Web space requests for <sup>1</sup>critical administrative web sites & <sup>2</sup>administrative web sites will be approved and hosted at the top level, following [WWW.SJSU.EDU](http://WWW.SJSU.EDU)  
Example:
    - A. Office of the Provost <http://www.sjsu.edu/provost>
    - B. Human Resources <http://www.sjsu.edu/hr>
  - Web space requests from <sup>3</sup>institutional entities that includes, colleges, schools, departments and academic units will be approved and hosted at the top level, following [WWW.SJSU.EDU](http://WWW.SJSU.EDU)  
Example:
    - A. College of Applied Science and Arts <http://www.sjsu.edu/casa>
    - B. Office of Undergraduate Studies <http://www.sjsu.edu/ugs>
  - Web space requests for <sup>4</sup>campus wide initiatives or that are sponsored by a university division, college, school or department will be approved and hosted at the top level, following [WWW.SJSU.EDU](http://WWW.SJSU.EDU)
    - A. SJSU 150TH <http://www.sjsu.edu/150TH>
    - B. WASC Accreditation <http://www.sjsu.edu/wasc>
  - Web space requests for faculty, will be approved and hosted at the second level, following [WWW.SJSU.EDU/faculty](http://WWW.SJSU.EDU/faculty)  
Example:
    - A. Dr. Andrew Wood <http://www.sjsu.edu/faculty/wooda>
    - B. Dr. Thayer Watkins <http://www.sjsu.edu/faculty/watkins>

## DEFINITIONS

Definitions 1-3 originate from the CSU, Access to Electronic and Information Technology for Persons with Disabilities, coded memo, AA-2007-04

<sup>1</sup> **Critical Administrative Websites:** These are websites determined by the campus to be important for its mission and operation.

<sup>2</sup> **Administrative Website or Webpage:** A website or webpage is administrative if its primary function is governance, commerce, or navigation to institutional resources or publication of institutional information.

<sup>3</sup> **Instructional Website or Web Content:** A website or webpage, as well as the contents of such pages, is instructional if its primary function is as an informational resource for course completion. This includes but not limited to items such as course syllabi, reading materials, test materials and multimedia.

<sup>4</sup> **Campus Wide Initiatives:** Initiatives endorsed by the University Senate or Office of the President

DRAFT