



NORTHWEST FLORIDA STATE COLLEGE Guidelines for Faculty Websites

1. All content and outside links on faculty websites should be directly related to classes taught at NWFSC and should reflect the professionalism of the college while respecting the creativity of the individual.
2. The website must comply with college's acceptable computer use policy, copyright policy, and other applicable college policies. Faculty websites represent the college; therefore, the college reserves the right to request changes or modifications to ensure that all sites adhere to the guidelines below.
3. Websites must be constructed using either the college template or college content-management system.
4. The faculty member is responsible for verifying all links on the site, including links on his/her students' pages, if applicable.
5. Faculty members should keep their sites, including syllabi/course handouts, links, and contact information, current.
6. The home page on all sites must be named index.htm and contain a link back to both www.nwfsc.edu and the division's/department's main page. These home pages will conform with the standard NWFSC design, but following pages may be personalized.
7. Faculty websites are limited in size to 1 gigabyte. Larger sites must be approved in advance. Faculty should contact the Learning Technologies office (LTech) via the Faculty Tech Support Request Form at <http://ltech.nwfsc.edu/forms/dlrequest.html> to request approval.
8. A faculty member may work on an NWFSC instructional web site during his/her office hours or preparation time, other duties permitting.
9. Faculty members should follow this procedure to create an instructional website:
 - a. The faculty member will submit a request for a website via LTech's Faculty Support Request Form, <http://ltech.nwfsc.edu/forms/dlrequest.html>. (Division directors/department chairs must approve website requests from part-time faculty.)
 - b. LTech then creates a web shell on the server and notifies the faculty member when it is ready.
 - c. The faculty member may
 - i. request that LTech create the website using the standard NWFSC Faculty Website templateOR
 - ii. create his or her own site, using the Faculty Website Builder, in which case the first page will follow the standard NWFSC design but may link to additional personalized pages.In either case, the site should be designed to ensure reasonable loading time. The recommended download time is no more than 10 seconds on a standard, high-speed Internet connection. Sites will usually meet this standard if the file sizes of all images do not exceed 1 megabyte.
 - c. The faculty member should notify LTech when the site is complete and ready for the public so that a link can be added to the appropriate division's/department's website.