



POLICY NAME	University Web Directory Policy	POLICY NO.	CC605
APPROVING BODY	Cabinet/President	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Compliance & Communications - Web Development		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	12-DEC-2024

PURPOSE:

The purpose of this policy is to ensure the accuracy, reliability, and timeliness of personnel and departmental information displayed on the Western New Mexico University (WNMU) directory services website. This website serves as a crucial resource for providing up-to-date information to the entire WNMU community and external stakeholders.

POLICY:

This policy applies to all WNMU personnel and administrative staff responsible for providing, updating, and maintaining information on the WNMU directory services website.

DIRECTORY SERVICES WEBSITE

WNMU has developed and maintains a directory services website that feeds personnel and departmental information to the entire university website network. This directory includes, but is not limited to, details on faculty, staff, departmental contacts, courses taught, and other relevant information.

RESPONSIBILITIES

PERSONNEL AND ADMINISTRATIVE STAFF

- **ACCURACY:** All personnel and administrative staff are responsible for ensuring the accuracy of their information on the directory services website.
- **TIMELINESS:** Information must be updated promptly to reflect any changes in roles, courses taught, or contact details.

DEPARTMENT HEADS AND SUPERVISORS

- **OVERSIGHT:** Department heads and supervisors are responsible for overseeing the updates and ensuring compliance with this policy within their respective departments.
- **COORDINATION:** They must coordinate with their teams to collect and verify the necessary information for updates.

PROCEDURES

SUBMISSION OF UPDATES

Updates must be submitted through the designated online form.

Any changes should be communicated as soon as they occur to avoid any discrepancies.

ANNUAL REVIEW PROCESS

An annual review will be conducted each year, during which all personnel and administrative staff must verify and update their directory information. The Web Development unit will send reminders and instructions for the annual review process.

COMPLIANCE

MONITORING

- The Web Development unit will monitor the directory services website to ensure information is current and accurate.
- Regular audits may be conducted to check for compliance with this policy.

NON-COMPLIANCE

- Failure to comply with this policy may result in the removal of outdated or incorrect information from the directory.
- Repeated non-compliance may lead to further administrative action.

SUPPORT

The Web Development unit will provide support and training as needed to ensure all personnel and administrative staff are able to update their information correctly and efficiently.

REVIEW AND AMENDMENTS

This policy will be reviewed annually and amended as necessary to reflect changes in university operations or technology.