

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Website Content Approval Process		SOP #: IT.003.00
Effective Date	02/25/2019	
Last Revision/Review	Reviewed 08/28/19	

1. Purpose

Website Content Approval Process

2. Related Policy/Authority

NA

3. Faculty/Staff Responsibilities

Identify the staff involved and who is responsible for specific actions.

- Web Developer: The web developer is expected to contact those needed for the request approval, update the website pages/links/images as requested (assuming approval is provided), fulfill requests in a timely manner, submit a Work Order Ticket on behalf of the requestor if this was not done, notify requestor of made changes. Implement additional needed changes. (Web Developer: web@bcomnm.org)
- Responsible Department Head: If a BCOM Staff or Faculty is contacted in regards to the approval or clearing of a website content request they are expected to reply with whether or not the request should be completed in a timely manner.
- Designated Official: A BCOM Staff or Faculty who has been delegated with the authority to make changes via the Responsible Department Head.

4. Definitions/Abbreviations

IT – Information Technology

5. Procedural Steps

- 1.1- Any faculty or staff who would like to initiate content change to the website must submit their request to the Department Head. Upon approval, the Department Head or the Designated Official must submit the changes via a work order request to the Web Developer.
- 1.2- The Web Developer will evaluate the level of request.
 - 1.2-1. Minor Request: The bulk of the requests.
 - a. This category includes minor wording changes, link updating, file updating, etc. It does not include Policy related changes, or menu changes.
 - 1.2-2. Medium Request: These are requests that are made to content that exists on a page. Please reference the Website Responsibility Matrix.
 - a. Any photo requests will be checked by the Web Developer to ensure permission has been granted to utilize the photo.

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- 1.2-3. Major Request: These include re-organization, tab changes, logo, photos, etc.
 - a. This type of change must be cleared by the Director of Accreditation and the Compliance Officer prior to changes being made. The change request will come directly from the Director of Accreditation and/or Compliance Officer.
 - b. Requests of a large scale may be worked on before approval but may not be made public until all approvals are processed.

6. Reports/Charts/Forms/Attachments/Cross References

Website Responsibility Matrix

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

- Web Developer
- CIO
- Director of Accreditation

8. Signature

Signature on File

08/28/2019

CIO

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date