INFORMATION TECHNOLOGY SERVICES DEPARTMENT POLICY

Title: Web Developer After Hours Recall  
Number: PL704.0  
Eff: 1/31/07  
Rev: 4/21/10

Purpose:
The purpose of this policy is to insure that the Web Developer is notified and posts information to the CWU Web site, in a timely fashion, regarding campus emergencies, campus closures or for other situations as outlined in this policy.

Policy:

REASONS FOR RECALL:

1. Removal of material deemed to be offensive or inappropriate.
   • Upon discovery of offensive text/images, inappropriate material or commercial advertising, the Web Developer will recalled to remove such material from the University Web site.

2. Inaccurate material that reflects poorly upon CWU.
   • Upon discovery of material that is clearly inaccurate and reflects badly upon the University, the Web Developer will be recalled to remove such material from the University Web site.

3. Other mission critical situations as determined by senior management.
   • Upon determination by senior management, of a mission critical situation, the Web Developer will be recalled to address any issues identified by senior management.

4. Other situations as discovered by the Web Developer or the AVP for Information Technology Services.
   • Other situations discovered by the AVP for Information Technology Services, the Web Developer or end users at large that could reflect poorly upon CWU.

RECALL AUTHORITY:
Recall authority rests with the following groups or individuals for the above numbered items.

Item 1:
• Senior Administration (President, Vice-Presidents or Executive Assistant to the President) or their assigned designee
• Director of Public Relations and Marketing
AVP for Business Auxiliaries and Public Safety
Assistant to the Provost for University Centers and Community College Relations
(Call back authorized for items dealing directly with Center operations only.)

Item 2:
- Senior Administration (President, Vice-Presidents or Executive Assistant to the President) or their assigned designee
- Director of Public Relations and Marketing
- AVP for Information Technology Services

Item 3:
- Senior Administration (President, Vice-Presidents or Executive Assistant to the President) or their assigned designee
- Director of Public Relations and Marketing

Item 4:
- Senior Administration (President, Vice-Presidents or Executive Assistant to the President) or their assigned designee
- AVP for Information Technology Services

Item 5:
- CWU Web Developer
- AVP for Information Technology Services

NOTE:
All requests for updates that are received from personnel other than those authorized by this policy and all requests for updates that are not within the context of this policy, will be reviewed and handled the following business day when approved.