



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Sr.
Associate Dean for Faculty & Health
Affairs
Responsible Office:
Dept of Communications and Marketing
Most Recent Revision: 4/19

PROCEDURE FOR UPDATING WEB CONTENT

Policy Statement

Each SMHS department, center, and institute, office is responsible for making sure that their respective content on the SMHS website is updated and maintained. In order to remain current, each department, center, institute, or office should identify a designee to liaise with the SMHS Department of Communications & Marketing for training on the web content management system and for monthly meetings. For continuity, it is the responsibility of each entity to notify SMHS Department of Communications and Marketing of a designee's departure and assign a new designee for training. An office, center, institute may share designees with the home department designee, as long as sharing arrangements are made known to SMHS Department of Communications and Marketing. If there is uncertainty regarding any aspect of this process or entity responsibility, please contact SMHS Department of Communications and Marketing.

Reason for Procedure

Assure updated content of SMHS wide web- based content.
<https://my.gwu.edu/files/policies/WebContentFINAL.pdf>

Who is Governed by this Procedure?

All GW SMHS departments, centers, institutes, and offices.

Contacts

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Who Approved This Policy

Sr. Associate Dean for Faculty and Health Affairs