

# College of Design

## Faculty Web Space Service

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### Purpose

Web pages play a major role in carrying out the academic mission of the College of Design (CDes). The purpose of this policy is to establish guidelines for faculty Web space focused on academic activities, including instructional materials, class projects and research. This policy establishes basic service levels for faculty Web space available through CDes Web Services.

### Support

What CDes IT Web Services will provide:

- Server space for faculty pages through the UM Central Computing Operations (CCO) Web hosting service.
- Online instructions for Secure FTP configuration to the server through an SSH client.
- Backup/restores: CCO will perform full and incremental backups of server data for use in disaster recovery. CCO may perform file restorations upon request for a fee. A typical schedule will be 90 days retention.

Our goal is to provide reliable Web services to all users of this service. There is no disk space limit for the central Web hosting service. However, if your site uses so much space as to disrupt services to other customers, CCO may discuss alternate options with you, such as a service fee for disk space used.

**From the UM 1help page regarding Web page content:** <http://1help.umn.edu/server.html>

1. Users of central Web hosting will maintain, modify and delete their own Web objects and structures. OIT staff will not participate in content maintenance.
2. Management access to content directories will be provided by dedicated servers via the SSH protocol. Use of personal x500 usernames and passwords is required. Shared or departmental accounts are not allowed.
3. Users must comply with the University's [Acceptable Use of Information Technology Resources](#) policy. The storing and serving of private data is prohibited.

### Designing Web Pages

CDes Information Technology staff will not design your site, but will provide college templates and images in an online repository available through the college's shared G: drive. CDes Communication and

CDes IT can be used as a resource for your web pages but not for development. In order to effectively use your Web space, it is useful to have some familiarity with creating HTML documents and Web graphics. You will find several self-paced and instructor-led tutorials and courses at the University Technology Training Center (UTTC) and through one-on-one consulting through the Digital Media Center (DMC).

Strongly recommended for all pages are basic template elements including the template header incorporating the U of M wordmark and the CDes identity, the template footer incorporating copyright, equal opportunity and privacy statements, the date last modified and an e-mail link to the unit's central office. This policy is subject to change when the College's new identity system is implemented.

Perl, CGI and PHP will be available on the server. Database services will not be available.

## Policy

Who may use this service? Professors, associate professors, assistant professors, research associates, instructors, adjunct faculty and research fellows. This service will also be available to Academic Professional & Administrative (P & A) staff meeting the definition established by the Board of Regents:

"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent professional judgment. These individuals may be engaged in teaching, research, and service, as are faculty."

Exceptions to this policy would need to have department head approval and support.

Faculty should not use the space to store protected data (student records). They are strongly encouraged to use network storage for their academic and research needs.

This web space is for college-related business only. It is not a space to use for personal use or for business outside of the college.

All Web pages residing on a University of Minnesota server must comply with the University of Minnesota Web policies, which prohibit the use of University resources for any commercial purpose or personal gain. See U of M Publishing Guidelines:

[http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/publishing\\_on\\_www.cfm](http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/publishing_on_www.cfm)

## Requesting Faculty Web Space

You can request faculty Web space via the electronic form found at:

<http://www.cdes.umn.edu/about/offices/it/faculty/facultywebspaces.html>

We will respond to your web space request during normal weekday business hours (usually 8:00AM - 5:00PM Monday - Friday, except holidays.)

Your faculty Web space will be registered as:

<http://faculty.design.umn.edu/facultyname/>

“Facultyname” will be your complete last name. In the case of duplicate last names, your first initial will be inserted, i.e., <http://faculty.design.umn.edu/Xfacultyname/>