NORTHWEST FLORIDA STATE COLLEGE
Guidelines for Faculty Websites

All content and outside links on faculty websites should be directly related to classes taught at NWFSC and should reflect the professionalism of the college while respecting the creativity of the individual.

The website must comply with college's Computer Acceptable Use Policy, Copyright Policy, and other applicable college policies. Please contact Human Resources for specific information.

**Faculty websites represent the college; therefore, the college reserves the right to request changes or modifications to ensure that all sites adhere to the guidelines below.**

The faculty member will submit a request for a website through WebSupport: http://websupport.nwfsc.edu > File New Request

(Division directors/department chairs must approve website requests from part-time faculty.)

Faculty members should follow this procedure for an instructional website - Please provide Faculty Member Information:

- Name*
- Email Address*
- Department*
- Contact Info*
- Course Syllabus Info
- Any additional Image files and information

*Items 1-4 are mandatory for creation of a Faculty Site.

**WebSupport** (http://websupport.nwfsc.edu) will then create a Site on the server and notify the faculty member when it is ready.

The faculty member is responsible for verifying all links on the site, including links on his/her students' pages, if applicable.

Faculty members should keep their syllabi/course handouts, links, and contact information, current by submitting an updated **Websupport Ticket:** http://websupport.nwfsc.edu - and providing the information above along with any changes. The **URL / Web Address / Location to your Faculty Site must be provided in order to make any changes.**

A link back to both the College Main Website and the Department's Main Page will be included.

**NOTE: These procedures will be changing over the next several months as a new system is brought up and implemented.**