

YDS subsidiary website provisioning guidelines.

The Yale Divinity School website (<https://divinity.yale.edu>) is intended to function as a viewbook for potential students and as a central source for important information relevant to YDS students, faculty, staff, alumni, and related audiences.

Subsidiary sites are websites hosted on the yale.edu system that publish content produced by or directly related to YDS faculty, staff, students, offices, or programs.

The YDS Office of Communications seeks to limit the number of subsidiary sites produced in relation to the Divinity School programs. Sites for current classes or student groups are not supported by the YDS Office of Communications.

1. Current classes taught by YDS faculty are already supported by existing educational systems coordinated by the Yale Poorvu center. <https://poorvucenter.yale.edu/>
2. Recognized student groups (as designated by the YDS CLC Coordinator) may request websites via the Yale CampusPress system <https://campuspress.yale.edu/>.

Current YDS faculty and staff may request a stand-alone website on the yale.edu system to support content that does not otherwise fit comfortably into the existing YDS site. Each request will be reviewed individually by the YDS Office of Communications and other YDS offices as necessary for the nature of the project request.

Here are factors that will determine whether a subsidiary site will be judged necessary and appropriate:

1. Nature of the content or intended use of the subsidiary site that does not fit into existing YDS site structure.
 - a. This may be for amount of content, the technical support needs of the content, or the subject matter.
2. Ability for faculty or staff to oversee and maintain the content updates as a site supervisor.
 - a. An individual faculty or staff person must be responsible for the content on the site with regular checks on subject matter, language, and accuracy. Necessary updates, edits, or deletions are the final responsibility of that designated faculty or staff person.
 - b. In case of staff changes, the existing site supervisor must designate a new faculty or staff person to take over site responsibility.
3. Identity of the site in relation to YDS
 - a. An approved site must clearly show a relationship to YDS and have a clear user pathway back to the main YDS site as appropriate for the content.
4. Life-span of the site
 - a. A plan for long-term archiving of content or eventual deletion of content must be considered.

The YDS Office of Communications offers full support for provisioning and launching an approved subsidiary site on the yale.edu system but can only offer limited technical support once the site goes live and cannot be responsible for its ongoing maintenance and operation.

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