

Website Request Procedures

The Staff Council website is located at <http://staffcouncil.unm.edu/>. The website is under the purview of the Communications and Marketing Committee in coordination with the Staff Council Administrative Officer (from here on in to be referred to the Website Committee). Any requests or changes will need to go through the Website Committee.

The only persons authorized to make changes to the website must:

- a) Have received permission to be part of the team that can access and edit the website
- b) Be part of the C&M committee or be on the Website workgroup sub-committee
- a) Have taken Cascade training, and
- b) Have taken Cascade training specific to our website.

Types of requests

Staff Council members may request certain changes to the website, including:

- Corrections
- Additions that comply with the current navigation
- News items
- Internal and external volunteer opportunities
- Additions that do not comply with the current navigation

Internal and External Volunteer Opportunities

Internal volunteer opportunities are directly related to the business of Staff Council and are thus Staff Council-sponsored events. These are the most appropriate type of events to advertise on the Staff Council website.

External volunteer opportunities are those that are not directly related to the business of Staff Council and are not sponsored by the Staff Council.

Because we are the Staff Council, the main types of events featured on the website should be Staff Council-related. Even though your event may be for a very good cause, the Staff Council website may not be the most appropriate venue for advertising it. Please consider other venues for advertising your external volunteer opportunities, such as the UNM Events Calendar. The inclusion or exclusion of external volunteer opportunities posted on the Staff Council website is at the discretion of the Website Committee.

Request Procedure

Routine additions that comply with the current navigation, corrections, news items, internal and external volunteer opportunities will be triaged by the Staff Council Administrative Officer:

1. Initiator completes Website Edit Request Form and sends to Staff Council Administrative Officer at scouncil@unm.edu. The form can also be found on the Staff Council Resources page.
2. Administrative Officer will triage the request according to level of service needed.
3. Administrative Officer will let submitter know turnaround time on completion.
4. Administrative Officer lets the submitter know when the website edit is complete.

Special Requests

Special requests include new features and items that do not fit into the current navigation system. While you can submit these ideas through the Website Edit Request Form mentioned above, it is advisable for you to develop a proposal for the Website Committee. A well thought out request will include:

- What need the requests fills
- How it fits into our Strategic Plan
- How it can be incorporated into the website
- Any processes that will need to be created to support it
- Who will create and maintain it

Image Specifications

We prefer images that are well lit and have good color. Images for website must be:

- .jpg, .jpeg, or png format (.gifs are okay for non-photo images - images with no gradations of color)
- Resolution of at least 72 dpi

Size Matters

Size depends on purpose. The smallest size is 200 x 200 pixels for a single column image. If you would like to display your image larger, than use at least 440 - 680 pixels wide. Our banner images need to be at least 1200 pixels wide and no greater than 300 pixels deep (depth could be less, but not more).



Councilor Portraits

For councilor portraits, images must be at least 200 x 200 pixels. Portraits should include head and shoulders, but do not need to include the whole body. You may submit larger photos which we can crop and resize for you. Please email your portrait to scouncil@unm.edu.

The image at left is an ideal professional portrait. The background is simple, and the subject is wearing neutral colors with very little to no pattern. He is facing the camera (although $\frac{3}{4}$ view is also good). The lighting is good and the image is clear and crisp.