

MEMORANDUM OF UNDERSTANDING

TO: [INSERT NAME], on behalf of [INSERT SCHOOL/COLLEGE]
FROM: Zack Barnett, Assistant Vice President for Digital Strategy, University Communications
Re: Standard School/college website agreement
DATE: [INSERT DATE]

The University Communications Digital Strategy and Communications team and the communications team in the school/college/divison partner on the following websites, using an integrated Drupal platform:

- Site name: _____; URL: _____

Leadership within the school/college and the embedded communications team acknowledge that the web platform and page templates listed here have been delivered complete in functionality and underlying web design.

Consistent with the [Digital Communications Overview](#), University Communications will provide the following, on an on-going basis:

- Platform maintenance, security patches to support web publishing
- Support to site owners and digital leads/liaisons via webservices@uoregon.edu
- Documentation, how-tos and explanations of standard procedures, digital.uoregon.edu/drupal
- Consultation, guidance and inspiration via communities of practice, which also serve as a means of identifying needs for additional features
- Staging sites for up to six months or until launch on production servers
- Standard functionality and workflows for the Drupal platform

Consistent with the [Roles and Responsibilities](#), school/college communications leadership and staff are responsible for the following:

- Digital strategy for school/college
- Page design and creation (within existing templates)
- The generation, maintenance, publishing, organization and migration of all content
- Information architecture, menus and navigation
- SEO (internal and external)
- Compliance by all users/editors with [terms and conditions](#), especially with regard to web accessibility
- Use of standard workflows with University Communications, including the site owner/digital leads process under development in the fall of 2022

This agreement will be reviewed on or after ____date____ or at the discretion of the Vice President for University Communications.

[INSERT NAME], on behalf of [INSERT SCHOOL/COLLEGE]

Zack Barnett, Assistant VP, University Communications