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/division___ 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.

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

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Zack Barnett, Assistant VP, University Communications