Guidelines for Submitting Items for Department Social Media and Website

The audience for the department's website and social media outlets includes current, prospective, and former students, faculty, and staff, prospective donors and invited speakers, and the general public. All publicly accessible content should reflect and support the department's strategic goals, including enhancing student, faculty and staff recruitment, highlighting achievements in research, teaching, and service, and providing accurate information about the department's programs, curricula, mission, and vision. In addition, the department's online presence should align with Texas A&M's mission statement: https://www.tamu.edu/statements/mission.html and the University's and College's strategic plans.

Material posted to the department's websites and social media must follow all local, state, and federal laws concerning copyright and intellectual property, as well as Texas A&M's Rules for Responsible Computing: https://rules-saps.tamu.edu/PDFs/29.01.03.M0.02.pdf and the TAMU System social media guidelines: https://www.tamus.edu/marcomm/socialmedia/public/

Social media accounts:
The Undergraduate Office manages the department's social media accounts (Facebook, Instagram, Twitter, YouTube, etc). Requests to post notices of department-sponsored events or significant student or faculty recognitions or achievements of current students should be submitted via the Google form in English Central. Former students who wish to share updates should contact the Undergraduate Office directly.

Department website:
Suggestions for additions to the website (new content areas, substantial revisions to existing content, etc.) should be forwarded to the appropriate Directors or standing committees, as follows:
- Proposals for the Undergraduate and/or Graduate program(s) should be forwarded to the program Director(s) for review by the Directors and program committees. The Directors have authority to request website additions for the purpose of student recruitment, program development, or other purposes that fall within their purview, but should inform the EC and Head informed of any significant, substantive changes.
- Proposals that fall within the purview of standing or ad hoc committees should be forwarded to the committee chairs for review by the chair and committee members. Any proposal approved by a standing or ad hoc committee will then be forwarded to the Executive Committee, which will provide an advisory recommendation to the Head.
- Proposals that do not fall within the purview of a specific program or standing committee should be forwarded to the Associate Head for review by the Executive Committee.
- The Head has final authority over all changes or additions to the department website.