



WEBSITE REQUEST POLICY AND PROCEDURES

Overview

The University of Saskatchewan (USask) Health Sciences periodically receives requests to help communicate or promote important information, events, and opportunities through the Health Sciences website (healthsciences.usask.ca) that may be of interest to members of the USask community.

This document outlines the key considerations that should be taken into account before making a request of this type and provides an overview of the internal vetting processes used when determining which requests move forward.

Key considerations — a pre-request checklist

Before making a request for inclusion on the Health Sciences website, please take a moment to review the important considerations listed below.

Am I the right person to be making this type of request? Does this request require authorization from — or notification to — other units or people leaders?

- Requests to help communicate content on the Health Sciences website should be made by the communicator from your college/school/unit.
 - If your unit does not have a communicator, approval from the appropriate people leader(s) should be secured prior to contacting the Health Sciences.

WHY IS THIS IMPORTANT?

- Sometimes, a similar request may have already been handled elsewhere on another USask website. To avoid duplication of work, contradiction of content, or accidental encroachment of another unit's portfolio, be sure you have the proper unit-level approval or authority to make the request.

NOTE: Health Sciences employees require approval from their people leader before bringing website requests forward. To review the employee groups that form the USask Health Sciences, [review the Health Sciences organizational chart](#).

Is the Health Sciences website the best solution to address your concern?

- Your subject matter and desired audience should inform the type of platform used to communicate your content. As such, your request may not require presence on a website.
- Depending on the request, alternative (or additional) options may be available to address your need.
 - Examples include social media; campus display screens and authorized poster boards; articles in [The Conversation Canada](#), [On Campus News \(OCN\)](#), or various USask newsletters; group email lists, and more.
- If possible, check with your communications team member first to see if there are any internal options available from within your unit to help communicate or promote your content. Once a possible fit with the Health Sciences website has been determined and

all appropriate approvals are in place, contact the Health Sciences with your website request.

Do I have the materials required for this website request?

- Unless you are a [USask Health Sciences employee](#) requesting the creation of content for placement on the Health Sciences website, be prepared to provide reliable, fact-checked content and any supporting, royalty-free imagery that may be required.
 - Your unit's communicator should be able to assist with the development of this material. In some circumstances, the Health Sciences may be able to offer assistance with its development.

Health Sciences website request procedures

- 1) Once the above considerations have been reviewed, Health Sciences website requests may be directed to the [Health Sciences communications strategist](#).
 - a. Please provide as much information as possible (including any approvals from required units or people leaders).
- 2) Once received, requests will require approval from USask Health Sciences leadership.
- 3) All decisions regarding requests to the Health Sciences website will be communicated once determined.