

Website Maintenance Tasks

Active July 2023

New PAL/Lecturer/Tenured/Tenure-Track Faculty Member

Assigned to: James McNeely/Paul Ferrari/Brandi Main

- Upon new hire, James will be notified by Paul or Brandi.
- Add “Profile” in consultation with Faculty member. This must include a high-quality headshot photo. We would like this photo to be of appropriate resolution with the head centered in the image as shown below (James):



- For tenured/tenure-track, add “Blurb” to appropriate Research Area (<https://www.bu.edu/chemistry/research/areas/>). (James)
- Provide access to relevant WordPress Groups. (James)

Seminar Updates before Start of Semester

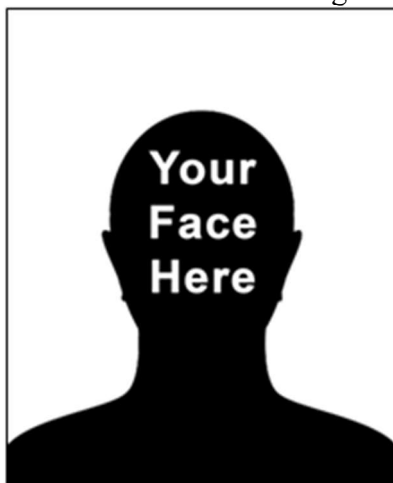
Assigned to: Brandi Main

- Move existing schedule to the Archive for the Monday Colloquium Series.
- Move existing schedule to the Archive for the PChem Series.
- Update sponsored/ended lectures if applicable.
- Update the Monday Colloquium Series schedule. Table entries need a thumbnail photo of appropriate dimensions, name, affiliation, a group website link, and a date.
 - Be sure that information about the seminar, shown at the top, is current.
- Update the PChem schedule. Table entries need a thumbnail photo of appropriate dimensions, name, affiliation, a group website link, and a date.
 - Be sure that information about the seminar, shown at the top, is current.
- Post the Monday Colloquium Series entries onto the department calendar (<https://www.bu.edu/phpbin/calendar/app/calendar.php?id=350>).
- Post the PChem Series entries onto the department calendar (<https://www.bu.edu/phpbin/calendar/app/calendar.php?id=350>).

Other Personnel Changes

Assigned to: Paul Ferrari

- Add “Profile” in consultation with new staff member. This must include a high-quality headshot photo. Please try to center the head in the image as shown below:



- For CHEMGAA and CHEMUAA, update “Contact Us” sections where appropriate. Current locations (09/09/2021) are as follows:
 - <https://www.bu.edu/chemistry/graduate/>
 - <https://www.bu.edu/chemistry/graduate/admissions/>
 - <https://www.bu.edu/chemistry/undergrad/>
 - <https://www.bu.edu/chemistry/undergrad/admissions/>
 - <https://www.bu.edu/chemistry/undergrad/requirements/>
 - <https://www.bu.edu/chemistry/undergrad/advising/>
- Add profile to “Staff” page. Instructions can be found at <https://sites.bu.edu/mcneely/videos/> under the “WordPress” dropdown.
- Double check to make sure that all references to the previous occupant of the position have been removed from the website.

Seminar Additions/Changes

Assigned to: Brandi Main

- Update the table entry as described above in “Seminar Updates before Start of Semester”.
- Further instructions can be found at <https://sites.bu.edu/mcneely/videos/> under “Wordpress”

News Posts

Assigned to:

- For news about graduate students or graduate events, ChemGAA;
- For news about undergraduate students or undergraduate events, ChemUAA,
- For departmental news, Brandi Mora.
- See James for instructions on how to post news items.

- If the news item includes an upcoming event, update the departmental calendar. A link to update the calendar can be found at www.bu.edu/chemistry/resources/staff-resources/
- News posts should be posted as soon as the news becomes available.
 - Please be liberal about posting news...
 - For TaJonay, Cecilia, and Brandi, I recommend coordinating these posts with the appropriate newsletters that are sent out via email every month.
 - For Paul, I recommend weekly posts that coordinate with the weekly events emails.

Updating Forms

Assigned to:

James will take care of Formstack forms. Web content on formstack <iframe> locations can be handled by relevant staff member.

Gravity forms and Qualtrics forms can be edited by the relevant staff member:

- ChemGAA for graduate-related forms.
 - Annual DAC meeting form in the summer.
<https://www.bu.edu/chemistry/resources/students/>
 - TF Feedback Survey in the summer.
<https://www.bu.edu/chemistry/resources/students/>
 - Feldman Travel Grant in the summer.
<https://www.bu.edu/chemistry/graduate/awards/>
- ChemUAA for undergraduate-related forms.
 - The following forms should be updated by January 17, and they should be posted on the website by January 19:
 - Advising walkthrough: <https://www.bu.edu/chemistry/resources/students/>
 - Chemistry Major Pathway: <https://www.bu.edu/chemistry/resources/students/>
 - Chemistry & Physics Pathway: <https://www.bu.edu/chemistry/resources/students/>
 - Chemistry: Chemical Biology Pathway:
<https://www.bu.edu/chemistry/resources/students/>

Updating Content

Assigned to:

For pages under www.bu.edu/chemistry/undergrad and the undergrad section of www.bu.edu/chemistry/resources/students/, ChemUAA;

- Undergraduate Research Application Date: <https://www.bu.edu/chemistry/resources/students/> (ChemUAA) and Formstack Form (James) Monday before the 'Last Day for Undergraduate Students to Change from Credit to Audit Status'. ChemUAA will notify James to make this update.

For pages under www.bu.edu/chemistry/graduate and the graduate section of www.bu.edu/chemistry/resources/students/, ChemGAA;

- Check before the fall semester begins.

For pages under www.bu.edu/chemistry/about, www.bu.edu/chemistry/research/seminars/, www.bu.edu/chemistry/alumni/, Brandi Main;

For pages under www.bu.edu/chemistry/people/, www.bu.edu/chemistry/resources/staff/, Paul Ferrari

For updating the current list of alumni funds available for donation at <https://www.bu.edu/chemistry/alumni/giving/>, Kristen.

For front page items, pages under <https://www.bu.edu/chemistry/research/> other than seminars, pages under <https://www.bu.edu/chemistry/resources/faculty-resources/>, and updates that cannot be handled by other staff members, James McNeely.

Please see videos at <https://sites.bu.edu/mcneely/videos/> for assistance in making updates to webpages.

Adding Forms

For forms that require uploads of sensitive information, Formstack should be used. Gravity Forms or Qualtrics forms should be used for all other situations. Before adding a new form, please check with James and/or the current chair of the Website committee for approval of content and location.

Assigned to:

James will implement new Formstack forms.

Gravity forms and/or Qualtrics forms will be handled by the appropriate staff member. Graduate-related forms will be handled by ChemGAA, undergraduate-related forms will be handled by ChemUAA, general department-related forms will be handled by Paul Ferrari or Brandi Mora.

See James for help creating a Gravity Form. A guide to using Qualtrics forms can be found at www.bu.edu/tech/about/training/classroom/research-survey/ and www.bu.edu/tech/services/cccs/desktop/distribution/qualtrics/

Adding a New Page

Please consult with James and/or the chair of the Website committee before adding a new page to the website. The delegation of construction will be based on the expected difficulty in implementation of the page. For a tutorial regarding adding a new “trivial” page, please see <https://sites.bu.edu/jmcneel/videos/>.

Social Media

Currently, Brandi is in charge of routinely posting departmental news to social media. This delegation may be democratized further in a separate document.

Yearly Profile Updates

Assigned to: James

Each year (June), James will poll all faculty members regarding updates to their website profiles.