Guidance for submitting website edits for **CVAD Websites**

All requests for edits, updates, or corrections to the CVAD website must be submitted by a chair, director as an .rtf or MS Word file with tracked changes — include the final approver's comment and date of approval, e.g., "approved; post as is" submit the Marketing Services request via the web form, [CVAD Marketing Services](). Urgent updates should be marked urgent or followed up with an email to Marketing, [cvad.marketing@unt.edu](). Content edits will be made within seven to 10 business days. Major edits may require more time.

On this page URL/web address	CVAD community can send a change to the following Editors/Content Creators/Contributors	For approval by the Final Approver
1. cvad.unt.edu/ (Basic pages, about us)	Marketing	Deans
2. cvad.unt.edu/advising…	Advising Director	AD-A&SA
3. cvad.unt.edu/ae…	Art Education Chair, Advising Director	AD-A&SA
4. cvad.unt.edu/ah…	Art History Chair, Advising Director	AD-A&SA
5. cvad.unt.edu/alumni…	Marketing	Deans
6. cvad.unt.edu/cvadit…	CVAD IT Services Director	AD-AA
7. cvad.unt.edu/design…	Design Chair, Advising Director	AD-A&SA
8. cvad.unt.edu/development…	Development Director	Dean
9. cvad.unt.edu/foundations…	Foundations Director, Advising Director	AD-A&SA
10. cvad.unt.edu/galleries	Director	Dean
11. cvad.unt.edu/iads…	IADS Program Director, Advising Director	AD-A&SA
12. cvad.unt.edu/people… (directory pages)	Faculty, Staff, Chairs	Deans
13. cvad.unt.edu/resources…	Marketing, Chairs	Deans
14. cvad.unt.edu/studioart…	Studio Art Chair, Advising Director	AD-A&SA
15. cvad.unt.edu/vision-mission…	Chairs, Directors, Deans	Dean
16. cvad.unt.edu/welcome-cvad…	College Recruiter, Advising Director	AD-A&SA
17. onstead.cvad.unt.edu	Director	Director, Dean
18. tfc.cvad.unt.edu	Director	Director, Dean

AD-A&SA: Associate Dean, Academic and Student Affairs
AD-AA: Associate Dean, Administrative Affairs

As of Aug. 5, 2020