Online Directory Policy

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General Description

Policy Summary:

Trinity's Office of Marketing and Communications maintains the University's public online directory.

Policy Content

Employee information posted in the online directory includes:

- Preferred Name
- Education (terminal degree, i.e., Ph.D. or M.F.A.)
- University office phone number
- University office location
- University department
- University job title
- University email address

Optional information may be included, for example:

- Short Biography
- Job Duties
- Selected Publications
- Grants and Awards
- Community Service and Involvement
- Subjects Taught
- Institutions Attended
- Related Media (social media, etc.)
- Photograph

If necessary, any issues regarding the suitability of optional information requests may be referred by Marketing/Communications to the employee's Vice President and/or Human Resources.

Opting Out of the Employee Directory

Employees may request to opt out of the public online directory, public online departmental listing, and any other public online individual profile. Requests to opt out should be submitted to Human Resources, along with the reason for the request. Human Resources will consult with employee's supervisor or Vice President to determine the validity of the request; barring any objections, the request will be granted.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/1/2019 10:19 AM	Marisa Kitchen

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
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