Design Request Policy for Faculty and Staff

1. Introduction

The Creative Services (CS) department is dedicated to supporting the visual communication needs of the college community, including faculty, staff, and students. This policy outlines the procedures, guidelines, and expectations for utilizing these services to ensure efficient, consistent, and high-quality design support across all college-related projects.

2. Scope of Services

CS provides a range of design services, including but not limited to:

- Graphic design for print and digital media
- Branding and identity development
- Event and promotional materials
- Website and social media graphics
- Presentation design
- Illustration and infographics
- Consultation on visual design best practices

2.1 Eligibility

- **Faculty and Staff**: Design services are available for all college-related projects, including recruitment tactics, course materials, research presentations, departmental promotions, and college events.

- **Students**: Design services are available for college-related projects, including academic presentations, student organization promotions, and other sanctioned student activities. Personal or non-college-related projects are not eligible.

3. Request Process

3.1 Submitting a Request

- **Submission**: Requests must be submitted through the CS online request form, which can be found on the Creative Services website [insert link here].

- **Details Required**: The request form must include a detailed description of the project, intended audience, deadlines, and any specific design requirements or preferences.

- **Lead Time**: A minimum of 10 business days is required for most projects. Complex projects may require additional time, which will be communicated during the initial consultation.

3.2 Consultation

- Upon submission, a CS team member will review the request and schedule a consultation meeting if necessary. This meeting will clarify the scope, objectives, and timeline of the project.

3.3 Priority and Scheduling

- Requests are handled on a first-come, first-served basis, with priority given to projects directly impacting the college's recruitment efforts, mission, major events, or academic initiatives.

- The CS team reserves the right to adjust project timelines based on current workload and project complexity.

4. Design Process

4.1 Design Brief and Concept Development

- After the initial consultation, the CS will provide a design brief summarizing the project details and objectives.

- Concept development will involve creating initial design drafts for review and feedback.

4.2 Review and Revisions

- Departments should take the necessary time to thoroughly review the proof. Additional revisions beyond two rounds of proofs may extend the project timeline.

- Feedback should be provided in a timely manner to avoid delays, and collectively to limit the number of rounds of revision.

4.3 Final Deliverables

- Final designs will be delivered in the appropriate formats (e.g., PDF, JPEG, SVG, PNG) and resolution based on the intended use.

- All final design files will be stored on the CS server for future access if needed.

5. Intellectual Property and Usage Rights

- All designs created by the CS remain the intellectual property of the college.

- Departments may use the designs for the specified purpose in the request. Any use beyond the original scope requires approval from the CS.

- Departments are prohibited from altering or modifying the final designs without prior consent from the CS.

6. Responsibilities of Departments

- Departments must provide all necessary content (e.g., text, images, logos) in a timely manner.

- It is the Department's responsibility to ensure that all content provided is accurate and free from copyright infringement.

- Departments should communicate any changes in project scope or deadlines as early as possible.

7. Limitations and Exclusions

- The CS is not responsible for printing services but will coordinate with approved vendors if required.

- The CS does not provide services for personal projects, freelance work, or non-college-related activities.

8. Feedback and Quality Assurance

- Upon completion of a project, departments will be asked to provide feedback on their experience to help improve CS offerings.

- The CS is committed to continuous improvement and maintaining high-quality standards in all its services.

9. Policy Review and Updates

This policy is subject to periodic review and may be updated to reflect changes in service offerings, technology, or college priorities. Faculty, staff, and students will be notified of any significant changes.

10. Contact Information

For any questions regarding this policy or to submit a design request, please submit a design request using this form **here**.

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