1.0 OVERVIEW AND PURPOSE

The administration and operation of Lamar University information resources is subject to federal, State of Texas, Board of Regents, and the Texas State University System laws and regulations.

The Information Technology Services (ITS) division of Lamar University develops and maintains policies to ensure compliance with these higher directives, as well as standards of good business and management practice. Policies provide guidance for the ITS team and the University essential to an effective, efficient, safe and sustainable operation.

The purpose of this policy is to ensure that an ongoing process is documented and available to ITS staff for effectively developing, obtaining approval, and conducting periodic reviews of policies related to the administration and operation of information resources.

2.0 SCOPE

The Lamar University ITS Policy Development policy applies to all individuals that develop or maintain policies related to the administration and operation of Lamar University information resources.

3.0 DEFINITIONS

Policy – a course or principle of action adopted by an enterprise to ensure its affairs are conducted prudently and appropriately. (It is a common error to confuse policies with definitions of procedure. Procedures are important but should not be defined as, or within, policy documents.)

Procedure – detailed instructions for implementing a process that usually only applies to a single role.

ITS – Information Technology Services is the division with primary responsibility for the administration and operation of information resources for Lamar University.

4.0 POLICY

1. Lamar University must document and operate a process for developing and obtaining approval of policies related to the administration and operation of information resources.

2. The policy development process must provide for periodic review of all policies to ensure documented policies remain accurate and relevant. All policies should be reviewed for applicability at least every 3 years.
3. All Lamar University personnel should have access to approved policies to ensure all involved parties understand clearly what is expected.

4. In the event of a conflict between any ITS policy and a directive issued by a higher authority, the higher authority will govern, and the policy in question will be revised to reflect the directive of the higher authority.

5. All ITS Policy documents must be documented and published in a consistent format containing at least the following key elements:
   a. Policy Name - the name of the policy should be as specific as possible. It should be relatively short (not more than about six words).
   b. Policy Number - a reference number or code to assist with identification.
   c. Effective Date - the date the policy comes into force.
   d. Overview and Purpose – a statement of the rationale and brief summary of the policy. It should clearly explain the intent, despite potential complexities of detail later in the document.
   e. Scope – a definition of the particular scope of applicability.
   f. Definitions - definitions of critical terms used in the document.
   g. Policy - the main content of the policy documented as a concise statement of the principles forming its basis. This may have several subsections and include diagrams and charts.
   h. Enforcement – the potential consequences to personnel for failure to comply with the policy.
   i. Related Documents – an optional list of internal or reference documents that relate to, or support the policy.
   j. Revision and Responsibility – the policy review schedule including the date of the last review and next review as well as the organization responsible for maintaining the policy.
   k. Approval - signature and date lines for formal approval.
   l. Revision History - change history with dates to document what policy was in force at a specific time in the past.

5.0 ENFORCEMENT

Failure to adhere to the provisions of this policy statement may result in:
   1. Loss of Lamar University Information Resources access privileges,
   2. Disciplinary action up to and including termination for employees, contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion in the case of a student, or
   3. Civil or criminal prosecution.

6.0 RELATED DOCUMENTS

None
7.0 REVISION AND RESPONSIBILITY

Oversight Responsibility: Information Technology

Review Schedule: Every three years

Last Review Date: May 12, 2015

Next Review Date: May 12, 2018

8.0 APPROVAL

Priscilla Parsons
Chief Information Officer, Lamar University
May 12, 2015

Date of Approval

9.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tbody>
<tr>
<td>1</td>
<td>05/28/2013</td>
<td>Initial</td>
</tr>
<tr>
<td>2</td>
<td>05/12/2015</td>
<td>Increase the 2 year review cycle to a 3 year review cycle.</td>
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