

**University of Wisconsin-Stevens Point**  
Information Technology

**Policy Development, Approval, & Implementation Procedure**

**Procedure No. 1**

Version. 1.0

Date Drafted: 07/03/2007

Date Approved: 10/01/2007

Date Revised:

**Status**

Draft

Under Review

Approved

Obsolete

**Responsible University Office**

Information Technology

**Responsible Coordinating Office**

Information Technology

**Purpose**

This Information Technology (IT) Policy Development, Approval & Implementation procedure establishes a campus-wide consultation process managed by the Chief Information Officer (CIO). The purpose is to have specific IT Policies formally developed, approved, maintained and distributed in a consistent and timely manner. This procedure helps to assure compliance with policy objectives, and establishes the accountability of operating units and individuals affected by each policy.

**Guidelines**

1. The need for IT policies results from federal and state law, campus policy/guidelines, and campus need (e.g., security, performance, liability).
2. The responsibility for drafting IT policies resides with Information Technology.
3. IT policies are created by Information Technology with input from the campus community.
4. IT policies apply to the entire institution.
5. IT policies are supported by IT standards (sets of criteria some of which may be mandatory), voluntary guidelines, and best practices. IT standards may be attached to policy for clarification or to aid with implementation or enforcement.
6. In addition to IT policy, individual units within the University may define policies/conditions of use for IT resources under their control. These policy statements must be consistent in principle with IT policies, but may provide additional detail, guidelines or restrictions.
7. Requests for new policies or changes to existing policies can come from any individual or unit in the campus community. These requests will be considered and, if necessary, will follow the process outlined below in order to become official University policy.
8. Non-substantive revisions affecting form, including editorial improvements, may be made at the discretion of the Director of IT/CIO.

**Procedure**

**Draft Policy performed by IT Staff**

1. Gather information for the first draft of IT policies from appropriate individuals; federal and state law; and state, UW System, and institutional policies.
2. Write first draft of IT policy, making the following clear to the reader:
  - **Why** is the policy needed?
  - **What** does the policy involve?
  - **Who** is affected by the policy and how?

### **Review and Approval coordinated by the Director of IT/CIO**

1. Distribute draft of IT policy to appropriate individuals, including but not limited to the Registrar, Director of Personnel, IT staff, University Technology Committee (UTC), Chancellor's Cabinet, Deans, faculty, and staff for review and feedback.
2. Incorporate all (accepted) changes to the proposed policy, based on feedback, consultation, comments, suggestions.
3. Submit final draft of IT policy and supporting information to the University Officers and Chancellor for review, feedback, and approval. Continue with Review and Approval until policy is approved.

### **Campus Communication and Education performed by IT Staff**

1. Publish the policy on the Information Technology Policy Web site:  
<http://www.uwsp.edu/it/about/policies/> .
2. Send Message of the Day (MOD) to the campus community explaining the policy and providing the link to the actual policy.

### **Contact Information**

For questions about this or other Information Technology policies and procedures, contact the Director of IT/CIO.

**Note:** Modeled after similar University of Iowa and Georgia Institute of Technology University IT procedures with their permission.