



IT/PPS 01.01.01, Division Policy and Procedure Statement
Issue No. 2
Effective Date 08/01/2006
Reviewer: Executive Assistant

01. PURPOSE

- 01.01 This Policy and Procedure Statement (PPS) outlines a standard format for defining and communicating Information Technology Division policies and procedures. It also provides a means to organize individual policy statements and establishes a mechanism to review and update existing policies to reflect current practices.
- 01.02 Information Technology PPS statements relate to the Information Technology Division and may also affect other parts of the University.

02. PROCEDURE FOR FORMATING IT/PPS

- 02.01 All PPS's will consist of the following sections as necessary:

<u>Header</u>	Name, number, issue number, and date
<u>Purpose</u>	Purpose of policy
<u>Definitions</u>	If necessary
<u>Guidelines</u>	Rules governing the procedure
<u>Procedures</u>	Tells how to proceed
<u>Major responsibilities</u>	Lists responsible individuals for certain actions
<u>Signatures</u>	Signature of reviewer and vice president
<u>Attachments</u>	If any
- 02.02 The heading of PPS's will be similar to the heading of this PPS. Draft PPS's will bear the designation "DRAFT" on the top of each page. The date of the draft will occur at the top of the first page.
- 02.03 The first section of each PPS should present a brief rationale for the policy stated therein.
- 02.04 The last numbered section of each PPS will be titled, "Major Responsibilities Associated with This PPS," and will list all initial responsibilities by position, section number, and the date of such responsibility.

03. PROCEDURES FOR ISSUING INFORMATION TECHNOLOGY PPS's

- 03.01 PPS's will be issued in a form similar to this PPS and will be numbered consecutively within categories. The Vice President for Information

Technology will appoint an administrator of PPS's who will oversee the operation of the IT PPS system. Duties of the administrator will include systematic filing of PPS's, new issues, page revisions, memoranda detailing pen and ink changes, and maintenance of a PPS index.

- 03.02 Proposed PPS's will be routed for approval through administrative channels to the Vice President for Information Technology.
- 03.03 Upon final approval, the PPS will be posted to the IT Division website and notification will be sent to Division employees.

04. PROCEDURES FOR REVIEWING AND REVISING PPS's

- 04.01 Quarterly, the Executive Assistant will determine which PPS's are due for review and will notify the the PPS reviewer. The reviewer will prepare a draft including updates and policy changes. The administrator will then route the PPS through appropriate approval channels. If, upon review, it is determined that no changes are required, the policy will be routed "as is" through appropriate approval channels.
- 04.02 Any individual may suggest updating, revising, or canceling of a PPS by filing the suggestion through administrative channels to the Vice President.
- 04.03 Each significant modification to a PPS will require a new issue number.
- 04.04 Single pages of a PPS may be revised without changing the entire PPS. Should a minor modification of a PPS be required, the same issue number should be shown on the first page with the notation "Page Revised on (date)" placed in the top right corner of the first page. An asterisk will indicate revised sections of the PPS.

05. AUTHORITY INVOKED BY PPS

- 05.01 If a conflict should occur between an IT PPS and policy as reflected in documents of a higher authority (i.e., Federal law, State law, Coordinating Board policy, Regents Rules, etc.), the policy as outlined in the document of higher authority would prevail. If a conflict should occur between a Texas State University-San Marcos UPPS and an IT Divisional policy statement, the policy of the Texas State UPPS will prevail.

06. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

06.01 Major responsibilities for routine assignments associated with this PPS include the following:

Positions

Section
All

Date
Annually

Approved: _____
Executive Assistant,
Reviewer

Approved: _____
Vice President for
Information Technology