**Information Technology Division Policy IT/PPS No. 01.01  
and Procedure Statement System Issue No. 7  
 Effective Date: 03/02/2023  
 Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Special Assistant to the Vice President for Information Technology**

**POLICY STATEMENT**

Texas State University is committed to providing a policy and procedure statement system to ensure all policies are consistent in format, up-to-date, and easily accessible and understandable to stakeholders.

**01. SCOPE**

01.01 This policy and procedure statement (PPS) outlines a standard format for defining and communicating Division of Information Technology (IT) policies and procedures. It also provides a means to organizing individual policy statements and establishes a mechanism to review and update existing policies and procedures to reflect current practices.

01.02 IT/PPSs relate specifically to the IT division but may also affect other parts of the university.

**02.** **AUTHORITY INVOKED BY INFORMATION TECHNOLOGY POLICY AND PROCEDURE STATEMENTS**

02.01 Any time a conflict should occur between an IT/PPS and policy as reflected in documents of a higher authority (e.g., federal law, state law, Texas Higher Education Coordinating Board policy, Texas State University System Rules and Regulations) the policy as outlined in the document of higher authority will prevail. If a conflict occurs between a PPS and the policy outlined in a UPPS, the UPPS will prevail.

**03. PROCEDURES FOR FORMATTING INFORMATION TECHNOLOGY POLICY AND PROCEDURE STATEMENTS**

03.01 All IT/PPSs will follow the [proper format](https://gato-docs.its.txstate.edu/jcr:42a1c6f5-425f-45a0-844a-7cc5297ebfdd/Proper-Format-for-Divisional-Policy-and-Procedures-Statements-(PPSs).doc) and consist of the following sections, as necessary:

1. Header – includes the policy name, PPS number, issue number, effective date, next review date, and senior reviewer’s official title.
2. Policy Statement – states the purpose of the policy.
3. Definitions – section is only applicable if definitions are necessary for the policy.
4. Guidelines – rules governing the procedure.
5. Procedures – informs the reader on how to proceed.
6. Reviewers – lists responsible individuals for review.
7. Certification Statement – lists certification of PPS by the senior reviewer and vice president.

* 1. The heading of PPSs will follow the format of the heading of this PPS.
  2. The first section of each PPS should present a brief rationale for the policy stated therein.
  3. Subsequent sections of the PPS should, in numbered paragraphs, provide the specific details of the policy or procedure.
  4. The section of each PPS titled “Reviewers of this PPS” will list all review responsibilities by position and the date of such responsibility. The section titled “Certification Statement” will certify the PPS by the senior reviewer and the vice president of Information Technology (VPIT).

**04. PROCEDURES FOR ISSUING INFORMATION TECHNOLOGY POLICY AND PROCEDURE STATEMENTS**

04.01 PPSs will be issued in a form similar to this PPS and will be numbered according to assigned categories. The VPIT will appoint an administrator of PPSs who will oversee the operation of the IT/PPS system. Duties of the administrator will include systematic filing of PPSs, new issues, page revisions, pen and ink changes, and maintenance of a PPS index.

04.02 Proposed PPSs will be routed for approval through administrative channels to the VPIT.

04.03 Upon final approval, the PPS will be edited and posted by the program coordinator for Policies and Procedures in the [Policy and Procedure Statements website](http://policies.txstate.edu/). The IT administrator will notify division employees of policy publications.

**05. PROCEDURES FOR REVIEWING AND REVISING INFORMATION TECHNOLOGY POLICY AND PROCEDURE STATEMENTS**

05.01 Annually, the special assistant to the VPIT will determine which PPSs are due for review and will notify the PPS senior reviewer. The senior reviewer will prepare a draft including updates and policy changes agreed upon by all policy reviewers. The senior reviewer 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.

05.02 Any individual may suggest updating, revising, or canceling a PPS by filing the suggestion through administrative channels to the VPIT.

05.03 Each significant modification to a PPS will require a new issue number.

05.04 Individual sections of a PPS may be revised without changing the entire PPS. Should a minor modification of a PPS be required, known as a pen and ink change, the same issue number should be kept on the header.

**06. REVIEWERS OF THIS PPS**

06.01 Reviewers of this PPS include the following:

Position Date

Special Assistant to the Vice March 1 EY

President for Information

Technology

Associate Vice President, Information March 1 EY  
Technology Assistance

Center

Director, Information Technology March 1 EY  
Business Operations/Services

Director, Information Technology March 1 EY

Business Operations/Finance

Associate Vice President, March 1 EY

Technology Innovation Office

Associate Vice President, March 1 EY  
Technology Resources

Chief Information Security Officer March 1 EY

Executive Assistant, Information March 1 EY

Technology

Vice President for Information March 1 EY

Technology

**07. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Special Assistant to the Vice President for Information Technology; senior reviewer of this PPS

Vice President for Information Technology