POLICY LIT.3.01
INFORMATION RESOURCES MANAGEMENT

SCOPE: Faculty and Staff

1. POLICY STATEMENT

Lamar Institute of Technology's (LIT) information resources are vital academic and administrative assets which require appropriate safeguards to avoid compromising their confidentiality, integrity, and availability. As a public institution of higher education, LIT is subject to various federal, state, and industry regulations that provide requirements and guidance for achieving this goal.

The purpose of this policy is to establish the framework on which LIT's information resources policies, standards, guidelines, and procedures are created and maintained.

2. DEFINITIONS

2.1. A listing of initialisms used in this and other information resources policies can be found in Appendix A.

2.2. A glossary with definitions of terms used in this and other information resources policies can be found in Appendix B.

3. ROLES AND RESPONSIBILITIES

3.1. President

3.1.1. The President may delegate some or all the operational duties in 3.1.2.

3.1.2. The President or designated representative shall:

3.1.2.1. Designate an Information Resources Manager (IRM) as required by Texas Government Code §2054.071, with the mission and resources to coordinate, implement, and maintain the Institute's information resources.

3.1.2.2. Ensure that LIT personnel cooperate as necessary with the IRM to enable the IRM to perform their duties.

3.1.2.3. Appoint an Information Security Officer (ISO) with the mission and resources to coordinate, develop, implement, and maintain a college-wide information security program.

3.2. Information Resources Manager (IRM)

3.2.1. The IRM has authority and oversight over LIT's information resources and use of information technology.

3.2.2. The IRM is part of LIT's executive management.

3.2.3. The IRM reports directly to the Vice President for Finance and Operations/CFO.

3.2.4. The IRM has the following responsibilities:

3.2.4.1. Preparing information resources operational reports in accordance with Texas Government Code §2054.074.

3.2.4.2. Overseeing the implementation of the college's project management practices as they relate to information resources.

3.2.4.3. Overseeing and approving LIT's acquisition and use of information technology.

3.2.4.4. Maintaining information resources policies as described in Section 5 of this policy.

3.2.5. The IRM must maintain relevant knowledge and skills by participating in continuing professional education activities in accordance with the guidelines established by the Texas Department of Information Resources.

3.3. Information Security Officer (ISO)

3.3.1. The ISO has authority over information security for LIT.

3.3.2. The ISO reports directly to the Vice President for Finance and Operations/CFO.

3.3.3. The ISO must possess the appropriate training and experience required to administer the functions described in LIT's information resources policies.

3.3.4. The ISO's primary duties are related to information security.

3.4. Information Security Department

3.4.1. Lamar Institute of Technology's Information Security department (IS) is responsible for maintaining information standards, guidelines, and procedures related to information security.

3.5. Information Technology Services Department

3.5.1. Lamar Institution of Technology's Information Technology Services department (ITS) is responsible for maintaining information resources standards, guidelines, and procedures related to IT operations and administration.

4. GENERAL

4.1. Documentation for LIT's information resources policy framework is separated into four (4) categories of documentation: policies, standards, guidelines, and procedures.

4.2. Information resources policies shall be managed formally as described in Section 5 of this policy.

4.3. If standards, guidelines, or procedures are included in policy documents, they are also subject to the same policy management process as described in Section 5 of this policy.

Standards, guidelines, or procedures referenced by policies but not directly included in policy shall be managed as described in Section 6 of this policy.

5. INFORMATION RESOURCES POLICY MANAGEMENT

5.1. New and revised information resources policies shall originate from the IRM, the ISO, or a designated committee.

5.2. The review and approval process is as follows:

5.2.1. Policies must be reviewed by the ISO prior to being submitted for approval.

5.2.2. Policies must be reviewed by the IRM prior to being submitted for approval.

5.2.3. LIT has the option to forward the policy to general counsel, human resources, or other appropriate entities for review.

5.2.4. Policies must be reviewed by executive management and LIT's President grants final approval.

5.3. Minor revisions to existing information resources policies shall originate from the IRM. Minor revisions include changes to the numbering sequence, minor grammatical edits, formatting changes, and updates to hyperlinks. These changes do not require approval under the process described in Section 5.2 of this policy.

5.4. Information resources policies shall be reviewed and updated every 3 years at a minimum. Review of policies may also be triggered by changes to Texas State University System policies, federal and state laws, and other regulatory requirements.

5.5. Unit procedures derived from information resources policies shall be reviewed annually and revised as necessary.

6. INFORMATION RESOURCES STANDARDS, GUIDELINES, AND PROCEDURES MANAGEMENT

6.1. New and revised standards, guidelines, and procedures shall originate from the IRM, the ISO, or the Information Technology Services department.

6.2. New and revised standards, guidelines, or procedures that impact only the Information Technology Services department require only IRM and ISO approval.

6.3. New and revised standards, guidelines, or procedures that impact other units or the College as a whole require the timely approval of executive management.

6.4. Minor revisions to existing standards, guidelines, and procedures require approval only from the IRM and ISO. Minor revisions include changes to the numbering sequence, minor grammatical edits, formatting changes, and updates to hyperlinks.

6.5. Standards, guidelines, and procedures must be reviewed by the Information Technology Services department and the Information Security department annually and revised as necessary.

Related Procedures:

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: LIT.3.04 Information Security Program

Relevant Statutes: 1 Tex. Admin. Code § 202.70, 1 Tex. Admin. Code § 202.71, Texas Government Code §2054 Subchapter D

Relevant SACSCOC Standards:

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