

HOWARD UNIVERSITY POLICY

Policy Number: 400-012: Governance, Risk and Compliance
Policy Title: INFORMATION TECHNOLOGY GOVERNANCE POLICY
Responsible Officer: Chief Operating Officer
Responsible Office: Office of the Chief Operating Officer
Effective Date: April 2, 2014

I. POLICY STATEMENT

Information is a valuable asset that is critical to the operation of Howard University (“the University”). The value of the University’s information as an institutional resource and asset is increased by its integrity and appropriate use; conversely, its institutional value is diminished by insufficient capture, retention and destruction practices; compromised protections; or unnecessary restrictions on its access. Additionally, the University must employ appropriate safeguards to protect and manage information that is subject to various legal, regulatory, or contractual terms.

The intent of this policy is to provide an enterprise framework that is based on the principles of information technology governance to guide the valuation, creation, storage, use, archiving, and deletion of information technology.

II. RATIONALE

Information technology governance will assist in reducing the legal risks associated with unmanaged or inconsistently managed information; providing reliable information for decision-making; and planning and allocating IT resources effectively.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to the enterprise, which includes the University, its auxiliary components, and the Howard University Hospital (HUH).

IV. DEFINITIONS

- A. **Information Technology (IT)** – the use of devices, such as computers, laptops, servers, cell phones, and other mobile devices and telecommunications equipment to receive, manipulate, transmit, store, retrieve, dispose and destroy data and information.

- B. **Major Resource Conflicts** – matters that require an expenditure of \$1 million or more, involve several units within the enterprise, and/or are not aligned with the mission of the University as determined by the University IT Governance Committee.
- C. **Responsible Officer** – the principal of a Responsible Office (per 400-001 *Policy on Policies*) who is charged with carrying out the responsibilities of the office including the implementation and oversight of policy administration.

V. POLICY PROCEDURES

Information technology (IT) governance at Howard University shall involve the following groups:

- IT Governance Council
- University IT Governance Committee

A. IT GOVERNANCE COUNCIL

The IT Governance Council (ITGC) shall have exclusive responsibility to review and make recommendations to the President on all information technology (IT) matters for the enterprise, including the establishment of an IT governance charter. The ITGC is comprised of the Provost/Chief Academic Officer, the Chief Financial Officer, the Chief Operating Officer, the General Counsel, the Chief Human Resources Officer, the Chief Information Officer, the Health Sciences Chief Information Officer, and the University Archivist. The ITGC is staffed by the Office of Enterprise Technology Services (ETS). Principal responsibilities of the ITGC include:

- Recommends to the President technology priorities, IT governance strategies, and major IT projects and investments for the enterprise, annually.
- Resolves major resource conflicts or competing priorities.
- Monitors the effectiveness of the University's IT investments.
- Commissions analyses and research pertaining to IT portfolio management.
- Monitors the progress of remediation on risk items related to IT, such as audit findings and other risks.
- In consultation with the Office of Human Resources, applies sanctions for non-compliance with IT governance, policies and procedures.
- Recommends to the President strategic IT partnerships for the University.
- Provides oversight of the University IT Governance Committee, and approves its membership and leadership.

B. UNIVERSITY IT GOVERNANCE COMMITTEE

The University IT Governance Committee (UITGC) advises the ITGC on strategies, policies and practices that promote the effective use and management of IT to support the University's academic and administrative priorities. Among other functions, the UITGC participates in solution design; and helps prioritize projects. Additionally, it reviews major trends in

technology and makes recommendations to the ITGC based on best practices; assists in identifying partnerships; and promotes and supports communication efforts on IT within the University. It provides coordination, alignment, and global oversight of IT policy, planning and compliance for the enterprise.

Key responsibilities include:

- Monitors and reports to the ITGC on the implementation of planned initiatives, projects, and ongoing IT services.
- Creates effective lines of accountability, responsibility and authority for IT governance and compliance within the enterprise.
- Monitors the stewardship of highly sensitive information and ensures that appropriate controls are in place to safeguard such information according to the University's IT security policies and procedures.
- Periodically reviews the University's IT policies and recommends policy revisions, rescissions, and updates to ETS, as necessary.
- Monitors the implementation of IT policies and alerts the ITGC on instances of non-compliance.
- Serves as an arbiter for reconciling conflicting information security/enterprise intelligence requirements among units, including issues related to the flow of data, data coordination, data definitions, and data ownership and authority.
- Promotes the establishment of guidelines and standard operating environments on campus.
- Establishes subcommittees and advisory committees as needed to assist in carrying out its responsibilities.

The UITGC is comprised of representatives that are approved for membership by the ITGC in consultation with Responsible Officers, deans and directors. The following have permanent representation on the UITGC and their representatives serve two-year, renewable terms:

Development and Alumni Relations
Enterprise Technology Services (ETS)
Howard University Hospital (HUH)
Howard University Student Association (HUSA)
Office of the Chief Financial Officer
Office of the Chief Operating Officer
Office of Enrollment Management
Office of the General Counsel
Office of Human Resources
Office of the Provost and Chief Academic Officer
Office of Research Administration
The Faculty Senate
University Archivist
University Libraries System
WHUR-FM

Other major administrative units within the University may be represented, as determined annually by the ITGC and IT priorities, to serve one-year, renewable terms. The ITGC appoints co-chairs annually.

VI. INTERIM POLICIES

There are no interim policies.

VII. SANCTIONS

Sanctions will be determined by the ITGC, in consultation with the appropriate Responsible Officer. Failure to follow this policy or any other approved University policy may result in disciplinary action, including termination of employment.

VIII. WEBSITE ADDRESS

www.howard.edu/policy