

 Information and Communications Technology Division	Policy	
	Effective Date	Date of Last Revision
	March 31, 2005	March 31, 2005
Chapter Name	Chapter Number	
1.0 Constituting Authority	1.1	
Title		
Creation of ICT Policies, Procedures, Standards, Guidelines		

1.0 Purpose

The purpose of this policy is to define the authority and guidance for the creation, updating and/or publishing of policies, procedures, standards and/or guidelines governed by Information Communication and Technology (ICT) Division.

2.0 Scope

This policy applies to any of policy, procedure, standards and/or guidelines used to direct ICT operations, technical environment, resources, and constituents utilizing them.

3.0 Policy

All ICT Policies must adhere to the following:

- 3.1 Use the official ICT Policy template (<http://ictpolicy.emich.edu/>)
- 3.2 All sections of the policy must be completed. N/A is acceptable in special circumstances.
- 3.3 **Draft** must be identified on all policies until they are approved by the Chief Information Officer (CIO).
- 3.4 All **draft** policies must be submitted to the Policy Committee for review and recommendation of acceptance/denial.
- 3.5 No ICT Policy is binding unless approved and published on <http://ictpolicy.emich.edu>

At the discretion of the Policy Committee, ICT Policies may be made available for general discussion during the review process.

Official approved ICT Policies will be available electronically.

All ICT Policies created before May 1, 2005 will be grandfathered for six months. ICT Policy Committee reviews all grandfathered policies as a group to determine if the document meets the new criteria for a policy.

- i. If so, the document will be returned to the originator to rewrite in proper template format and then placed in proper area of policy outline.
- ii. If not, or if the committee believes it is a procedure and not a policy, then the document will need to go through the ICT Policy Committee process to be reviewed as a new policy.

All ICT policies not posted on the ICT Policy Web Site by May 1, 2006 will become null and void. At the policy committee's discretion, this deadline may be extended on a per policy basis.

4.0 Responsibility for Implementation

The responsibility for the implementation of this policy resides with the 'Policy Committee' and the CIO.

5.0 Enforcement

Any policy that deviates from this policy is deemed null and void, and the creator of the policy will be held accountable for any consequences caused by its creation.

6.0 Definitions

<u>Term</u>	<u>Definition</u>
Policy	A high-level statement of enterprise beliefs, goals, and objectives and the general means for their attainment for a specified subject area.
ICT Policy	A Divisional Policy that is needed to guarantee for the operations of ICT
Policy Committee	Committee appointed by the CIO of ICT to recommend approval or denial of proposed policies, Refer to Charter for goals and responsibilities of this committee.
Standards	Mandatory activities, actions, rules, or regulations designed to provide policies with the support structure, and specific direction they require to be meaningful and effective. They are often expensive to administer and, therefore, should be used judiciously. ICT Standards template is located at http://ictpolicy.emich.edu/ .
Guidelines	General statements designed to achieve the policy objectives by providing a framework within which to implement procedures, whereby standards are mandatory, guidelines are recommendations. ICT Guidelines template is located at http://ictpolicy.emich.edu/ .
Procedures	Explains specifics of how the policy and the supporting standards and guidelines will actually be implemented in an operating environment. ICT Procedures template is located at http://ictpolicy.emich.edu/ .
Constituents	Any Eastern Michigan University faculty, staff, student, alumni. In addition, third party vendors, guest employees, consultants and others may be considered.

7.0 Revision History

<u>Requestor</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Dorendorf	Initial Draft		
Schaffer	Comments Incorporated		
Policy Team	Comments Incorporated	03/31/2005	03/31/2005