

Auburn University
University Wide Information System Software
Integration Policy & Procedures

SUBJECT: UNIVERSITY WIDE INFORMATION SOFTWARE INTEGRATION

Effective Date: July 24, 2009

Version Number: 7.0

Responsible Authority: University Wide Information System (UWIS) Committee, University Information System Director

APPLICABILITY:

Technology used campus wide related to central administrative computer information data systems (I.E. Software that ties to SGHE Banner products). Any person or unit wishing to implement computer software that draws from or affects the campus wide data must get prior approval from the UWIS committee.

POLICY STATEMENT:

Auburn University recognizes the necessity of integrating emerging technologies with existing university central administrative data systems to meet requirements and needs of the University.

The UWIS Committee will review proposals for and approve the implementation and upgrades of systems that are required or expected to duplicate, integrate with or interface with central systems. The goal is to assure that existing information systems and data are not compromised, that risks can be identified and managed, and advantageous financial decisions can be made.

DEFINITIONS:

University central administrative computer information data systems refers to those systems that support core university functions such as human resources, student, financial aid, finance, as well as the associated systems that are an integral part of their operations. Examples include: Banner, Luminis, Workflow, Xtender (BDMS), Appworx, Blackboard, ODS/EDW, etc.

CRITERIA:

New computer information systems or modifications to existing computer information systems may fall under this policy for review and approval if:

- They will store or process University data already in the central system.
- They will store or manage data that is subject to legal controls. (Ex. FERPA, HIPAA)
- They will integrate directly or indirectly with the central administrative computer information data systems.

Anyone who is uncertain about whether his/her planned acquisition or development of software is subject to this policy should contact the University Information System office or uwis@auburn.edu.

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PROCEDURES:

The University Wide Information System (UWIS) committee will follow these guidelines regarding acquired and internally developed software to implement this policy as appropriate, including:

1. Researching, reviewing, and investigating emerging technologies for integration with or replacement of existing university central administrative data systems resources;
2. Providing direction and guidance required to ensure the functional integrity of all university central administrative data systems resources;
3. Providing a review committee made up of University employees from across the campus to review and consider the university central administrative data systems resources; and
4. Working with all University groups to maintain efficient university wide administrative data systems and enhance their utility over time.

PROCESS:

To initiate a software review, the person coordinating the process (***PRIOR to requisition/bid process or internally developing software***) should submit a formal request to the UWIS committee with the following details:

1. Who is submitting the request
2. Date
3. Name of desired vendor and desired software (if software is to be acquired)
4. Name of administrative unit or academic department and school/college (if software is being developed internally)
5. Functionality of software
6. Rationale for deployment
7. Description of investigation into options available in central administrative systems to meet need

Request will be reviewed in a timely manner by the UWIS committee and requestor will be notified via email of the committee's response.