Administrative Regulation 10:2
Information Technology Governance

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I. Introduction

The University's Information Technology (IT) governance model enables collaboration and ongoing communication with the University community in the deployment and operation of information technology infrastructure and services. This *Administrative Regulation* establishes the IT Advisory Council (the Council), which provides advice, guidance, and recommendations to the Chief Information Officer (CIO) relative to University-wide IT policies, procedures, and directions. The Council's role is to ensure that the CIO, the central IT organization-Information Technology Services (ITS), and the broader University community are aligned in the planning and execution of strategy and delivery of operations based on the University's needs.

II. Entities Affected

This regulation applies to all units of the University, except UK HealthCare Information Technology and the HIPAA covered entities.

III. Policy

Collaboration and advice from the University community ensures that IT policies, procedures, infrastructure, and services remain responsive to the needs of the University. The Council enables ITS to receive timely input regarding services provided to the University. The Council is also responsible for disseminating information regarding technology solutions to the University community, which facilitates communication between ITS and its customers.

The Council serves as a channel for students, faculty, and staff to provide input to ITS for identifying needs, guiding innovation, and prioritizing development of IT policies, procedures, infrastructure, and services and

facilitates the exchange of information between ITS and its customers regarding University-wide computing and data communication needs and interests in instruction, research, and administration.

IV. IT Advisory Council

A. The specific responsibilities of the Council are to:

1. Meet a minimum of once in the fall and spring academic semesters;
2. Provide advice, guidance, and recommendations to the CIO relative to University-wide IT policies, procedures, and directions;
3. Provide feedback on priorities that impact the enterprise, including current needs, enhancements, future development, and innovation in the University's instructional, research, and enterprise infrastructure and services;
4. Recommend and review IT policies and procedures that impact University units;
5. Serve as liaisons across the University to facilitate communication and to collect input from students, faculty, and staff regarding information technology policies, procedures, infrastructure, and services;
6. Review annually the membership structure of the Council and standing committees and make recommendations to the CIO for any adjustments to ensure appropriate membership for carrying out the charge of the Council and committees. Any adjustments made to the membership structure of the Council and standing committees will be communicated to the chair of University Senate Council, the chair of Staff Senate, and the SGA President;
7. Review annually the list of standing committees and make recommendations to the CIO for the addition, removal, or modification of standing committees to ensure their effective functioning as advisory groups for major areas of IT operations;
8. Manage a review schedule for all IT *Administrative Regulations* (AR or ARs) to ensure they remain current, working with the CIO on a regular review process, which includes opportunities for the Council to provide feedback; and
9. Collaborate with the Information Technology Governance Council of UK HealthCare in relation to strategic and operational initiatives common to the infrastructure of the enterprise. This oversight includes shared decision making and managing associated risks identified within this infrastructure.

B. The Council is drawn from a University-wide constituency of students, faculty, and staff. The number of representatives on the Council from each of these groups (i.e., the representative membership structure) is be governed through internal ITS policy as established by the Council in consultation with the Office of the CIO. The CIO also appoints ex-officio members of the Council. These ex-officio members include the chair of the University Senate Technology Committee, the Chief Information Officer for UK HealthCare or their designee, and members of ITS as needed, along with other UK stakeholders.

C. The CIO appoints the members of the Council and designates a chair. Faculty members are nominated by the University Senate Council. The University Senate Technology Committee recommends a list of names to the University Senate Council, which then provides a final list of nominees to the CIO. Student members are nominated by the Student Government Association and staff members are nominated by the Staff Senate. Each list of nominations (faculty, student, staff) must include at least twice as many names as there are vacancies.

D. Faculty and staff appointments are for staggered three-year terms. Student appointments are for one year. Reappointments are permitted up to six consecutive years of service for faculty and staff and up to two consecutive years of service for students. A Council member who has served the maximum allowable

number of consecutive years must spend at least one year off the Council before being eligible for reappointment. Exceptions that allow for immediate reappointment after the maximum consecutive years of service, without a one-year hiatus, are made at the discretion of the CIO, in consultation with the Council.

V. IT Standing Advisory Committees

The CIO may also form appropriate standing committees (e.g., Research Enablement; Teaching and Learning; Infrastructure and Support; and Enterprise Systems). These committees provide expert, domain-specific advice and recommendations to the Council on matters related to specific areas of IT operations. The membership of each of these standing committees must include at least one representative from the Council, with additional external members added for their expertise specific to each committee and its charge. Each standing committee must also include an ex-officio member from the University Senate Technology Committee.

The CIO may also empanel ad-hoc committees and working groups as needed for the efficient and effective operation of IT infrastructure and services.

Revision History

7/30/1990, 9/1/1991, 8/2/2000, 1/1/2001, 6/4/2008, 1/29/2009, 5/29/2010, 4/24/2019, 9/24/2019

For questions, contact: Office of Legal Counsel

Policy regarding Composition of AR 10:2 IT Advisory Council

The IT Advisory Council is composed of:
- eleven (11) faculty members;
- two (2) staff representatives;
- two (2) student members; and
- *ex officio* ITS appointees as designated by the UK CIO, to include the UKHC CIO or designee.

Per AR 10:2, "The CIO appoints the members of the Council and designates a chair. Faculty members are nominated by the University Senate Council. The University Senate Technology Committee recommends a list of names to the University Senate Council, which then provides a final list of nominees to the CIO. Student members are nominated by the Student Government Association and staff members are nominated by the Staff Senate. Each list of nominations (faculty, student, staff) must include at least twice as many names as there are vacancies."

The **faculty** membership of the Council is as follows:
- One member from the College of Agriculture, Food, and Environment;
- One member from the College of Arts and Sciences;
- One member from the College of Business and Economics;
- One member from: the College of Communication and Information,
  the College of Social Work,
  the Patterson School of Diplomacy and International Commerce, or
  the Martin School of Public Policy and Administration;
- One member from the College of Education;
- One member from the College of Engineering;
- One member from: the College of Design, or
  the College of Fine Arts;
- One member from the College of Medicine;
- One member from: the College of Pharmacy, or
  the College of Dentistry;
- One member from: the College of Health Sciences,
  the College of Nursing, or
  the College of Public Health;
- One member from: the College of Law,
  the Lewis Honors College,
  the Graduate School, or
  the Libraries.

The **staff** membership of the Council is as follows:
- One member from the membership of the Staff Senate;
- One member from the membership of the IT Community of Practice.

The **<u>student</u>** membership of the Council is as follows:
- One undergraduate student;
- One graduate/professional student.

Per AR 10:2, "Faculty and staff appointments are for staggered three-year terms. Student appointments are for one year. Reappointments are permitted up to six consecutive years of service for faculty and staff and up to two consecutive years of service for students. A Council member who has served the maximum allowable number of consecutive years must spend at least one year off the Council before being eligible for reappointment. Exceptions that allow for immediate reappointment after the maximum consecutive years of service, without a one-year hiatus, are made at the discretion of the CIO in consultation with the Council."

Note: *For the first year of operation of the Council, in order to establish a balance in the rotation of members, some faculty and staff appointments will need to be for fewer than three years. One staff appointment will be for three years and one will be for two years. Four faculty appointments will be for three years, four faculty appointments will be for two years, and three faculty appointments will be for one year. This will establish a rotation for future years such that only a portion of faculty and staff appointees will rotate off in any given year.*