



FACULTY SENATE PROPOSAL

FSP-2018-2019-006

Research, Information Resources & Technology

Proposal Name:

Ethical Accountability for UCO Account Access through IT

Stated Proposal:

All offices and individuals who are granted access into employees' accounts should have justified and temporary open access to assess singular situations. Access shall be terminated when assessment is complete to prevent misuse of privilege and power. Offices and individuals shall be monitored to ensure access is terminated in a timely manner. No office or individual shall be allowed to investigate another without having a signed Code of Ethics on file with Central IT. The Office of Legal Counsel should be notified of all investigations.

Justification:

- Seeing as there are situations in which it is warranted to gain access to an employee's accounts, the university has responsibility for determining why, what parts, and for how long access may be granted to an office or individual to investigate said situation.
- Seeing as colleges/departments may have information technology employees (full-time, part-time, and/or student) who are not onboarded through Central IT, adequate training must be provided to these individuals either through the college/department or Central IT itself.
- As is the practice with Central IT, all IT personnel shall have on file a signed Code of Ethics.
- To ensure accountability, all offices and individuals involved in investigations need to cooperate with UCO Legal.
- Exceptions for litigation holds.
- Exceptions for employees who voluntarily separate from the university.
- Central IT should perform a quarterly review of any open granted access to ensure termination of access where appropriate.
- This does not prevent employees from voluntarily granting access to their accounts.
- Seeing as UCO's Office of Legal Counsel needs will be reviewed on a case-by-case basis, exceptions may include, and are not limited to:
 - Ensuring continued functioning of university activities;
 - Compliance with state and federal law;
 - Ongoing litigation.

The intent of this proposal is to protect all parties involved and applies to all university networks and accounts.

Submitted by Senators Archuleta, Edwards, Jog and Mattison. Recommended for Approval by the Research, Resource Information, and Technology.

Passed unanimously on the 9th day of May, 2019.

A handwritten signature in cursive script, reading "Kristi S. Archuleta", written over a horizontal line.

Faculty Senate President