

UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM

**SECTION: Information Technology**

**NUMBER: 07.A.03**

**AREA: Computing Services**

**SUBJECT: Responsibilities for Information Technology Resources**

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1. PURPOSE

The purpose of this document is to comply with requirements of the state of Texas Department of Information Resources regarding the designation of an Information Resources Manager and Information Security Officer for the University of Houston System (UH System) and each university and to provide for the sharing of information between the UH System and university Information Resource Managers and Information Security Officers.

2. POLICY

2.1. Information Resources Manager

- a. The Associate Vice Chancellor for Information Technology and Chief Information Officer is the designated Information Resources Manager (IRM) for the UH System pursuant to [Texas Government Code, Section 2054, Subchapter D](#), and has oversight for the administration of the requirements of this document.
- b. Each university must designate an IRM pursuant to [Texas Government Code, Section 2054, Subchapter D](#). Each university IRM will have a dotted-line reporting relationship to the UH System IRM.
- c. The UH System IRM and university IRMs will collaborate on information technology initiatives and share practices across the UH System and the universities.

2.2. Information Security Officer

- a. The Assistant Vice Chancellor of IT Security is the designated Chief Information Security Officer (CISO) for the UH System pursuant to [Texas Administrative Code, Rule 202.71](#).
- b. Each university must designate an Information Security Officer (ISO) pursuant to [Texas Administrative Code, Rule 202.71](#). Each university ISO will report directly to the UH System CISO and have a dotted line reporting relationship to the university Chief Information Officer. The

ISO for each university is required to have in place security policies, procedures and standards consistent with those required by [Texas Administrative Code, Chapter 202, Information Security Standards](#). The university ISO's office will be located at the university to which they are designated.

- c. The UH System CISO working together with university ISOs is responsible for implementing and maintaining a comprehensive information security program for the UH System that complies with applicable law (including [Texas Administrative Code, Rule 202.71](#)), established industry security standards and practices, and UH System policies and procedures.

### 2.3. UH System Information Security Program Advisory Council

The UH System Information Security Program Advisory Council (Council) serves to keep senior leadership informed of the state of the UH System Information Security program and provide guidance for security initiatives. The UH System Chief Information Security Officer is responsible for regular reporting to the Council. The Council consists of the following UH System members:

- a. UH System Chief Audit Executive
- b. UH Chief Compliance Officer
- c. UH System General Counsel/Chief Privacy Officer
- d. UH System Chief Human Resource Officer
- e. UH System Chief Information Officer
- f. UH System Chief of Police

### 2.4. Reporting Requirements

- a. Any required report submitted to the State by a university Information Resource Manager (IRM) or Information Security Officer (ISO) must also be submitted to the UH System IRM or Chief Information Security Officer (CISO).
- b. Any report required by the State to be generated by a university IRM or ISO must be submitted to the UH System IRM or CISO.
- c. Any report required by UH System or university policy must be submitted to the UH System IRM or CISO.
- d. Any report submitted by a university ISO or CISO on behalf of the university must also be submitted to the university IRM.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Information Technology and Chief Information Officer (CIO)

Review: Every five years on or before March 1

4. APPROVAL

Approved: Jim McShan  
Senior Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: February 18, 2019

**REVISION LOG**

Revision Number	Approval Date	Description of Changes
1	11/17/1994	Initial edition
2	07/31/1997	Added password and mechanism information via the World Wide Web to Section 2.3. Added Vernon's Texas Code Annotated, Penal Code 16.01, 16.02, 16.04, and 33.02 to Section 2.4
3	05/04/2004	Applied revised SAM template to meet current documentation standards. Changed section from "Information Services" to "Information Technologies." Changed title of responsible person for administration of document requirements in Section 2.1 from Chief Information Services Officer to Vice Chancellor for Information Technology. Procedures are forwarded to the Vice Chancellor for Information Technology in Section 2.2. Combined federal and state laws in Section 2.4.k. Changed responsible party from Vice Chancellor for Administration to Associate Vice Chancellor for Technology Support Services. Changed review period from even numbered years before June 1 <sup>st</sup> to every three years on or before June 1 <sup>st</sup> . Added Vice Chancellor for Information Technology to approval process in Section 4.

Revision Number	Approval Date	Description of Changes
4	08/03/2010	Applied revised SAM template to meet current documentation standards. Changed title of responsible person for administration of document requirements in Section 2.1 from Vice Chancellor for Information Technology to Associate Vice Chancellor for Information Technology and Chief Information Officer. Changed responsible party for Associate Vice Chancellor for Technology Support Services to Associate Vice Chancellor for Information Technology. Changed review period from every three years on or before June 1 <sup>st</sup> to every three years on or before March 1 <sup>st</sup> . Removed Vice Chancellor for Information Technology from approval process and added Executive Vice Chancellor for Administration and Finance to Section 4. Added links throughout document to references. Removed Section 5, Indexing Terms
5	06/14/2016	Added new SAM Revision Log. Changed Section to Information Technology. Changed title to “Responsibilities for Information Technology Resources.” Revised Section 1 (and document) to reference designation of Information Resources Manager and Information Security Officer to share information. Document was completely revised to reflect current operating requirements in the responsibilities for the Information Resources Manager (Section 2.1), Information Security Officer (Section 2.2), and Reporting Requirements (Section 2.3). Added links to new references throughout document
6	02/18/2019	Throughout policy, changed System to UH System and component university to university. In Section 2.2 (a), updated the ISO title. In Section 2.2 (b), updated the reporting structure. In Section 2.2 (c), revised information on implementation on a comprehensive information security program for UHS. Added Section 2.3 on details regarding the UHS Information Security Program Advisory Council. Added Section 2.4.d on reports submitted to a university ISO or CISO must also be submitted to the university IRM. Changed the review period from every three years to every five years on or before March 1