	Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team or VP(s)	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (CIO or IT Director)	Notes
INFORMATION TECHNOLOGY SERVICES														
Adding academic software			A,P	A*, I, P	P, I	P, I	A*	A*, I, P			I		D	At a minimum, requires Chair approval plus Director of IT and/or CIO. Requests out of budget, having significant impact, or requiring further discussion may go to Leadership Team.
Adding administrative software							A*	A, P, I	I, P			I, P	D	Staff may propose, initial approval would be through departmental director, final approval Director of IT and/or CIO. Requests needing further review, having wide impact or for budget reasons may go to Leadership Team.
Adding new services that transmit, process or store personal data		A*, I, P	A*, I, P	A*, I, P	I, P	I, P	D	A, I, P	I, P				A	Decision generally is by either appropriate VP(s) and/or Leadership Team. A necessary approval level for all new systems that transmit, store or process personal data is regulatory/security compliance review by CIO.
Develop IT capital budget	D	A	I	I	I	I	A	I	I	I			A,P	Proposed budget takes into account prioritized needs plus stakeholder input. Initial approval is by budget committee; final approval is by the Board.
Purchasing IT hardware (computers, printers, peripherals, etc.)			I, P	I, P		I, P	A*	I, P	I, P	I	I	I, P	D	Employees at any level may suggest/request, approval would be Director of IT and/or CIO based on available budget. Unusual situations could go to Leadership Team. It's important to note that some peripherals will have other associated needs (wifi, environmental concerns,computer controller, etc.)

As of 9.30.24