

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-33

Data Governance Policy

1. GENERAL

Data governance is the exercise of executive authority and control over the management of university data (See 4.1 University Data). The data governance program assigns decision rights and accountability for ensuring university Data is accurate, available, secure, and used in a manner that is compliant with all applicable laws, regulations, and university policies.

University Data is a key asset of Sam Houston State University (SHSU). It informs the university's decision-making processes. Appropriate Use (See 4.2 Appropriate Use) of university data improves the quality and delivery of the University's programs and services and builds trust.

2. PURPOSE

The purpose of this Policy is to:

- 2.01 Establish clear lines of authority, accountability, and decision-making responsibilities through the creation of data governance structures and the definition of responsibilities associated with the formal management and use of university data.
- 2.02 Ensure consistent policies, regulations, rules, and procedures regarding data, information, and enterprise data management.

3. SCOPE

- 3.01 This regulation applies to all persons and entities employed by or performing work on behalf of Sam Houston State University, including, but not limited to, staff, faculty, student workers, contractors, and volunteers.

4. DEFINITIONS

- 4.01 University Data means any information, statistics, data, or records in any medium now existing or existing in the future that is created, acquired, maintained, managed, used, or transmitted in the course and scope of employment, volunteering, or otherwise on behalf or in furtherance of the mission of the University.
- 4.02 Appropriate Use means the creation, collection, storage, modification, removal, and dissemination of university data in accordance with applicable university policies, procedures, standards, and guidelines, federal and state laws, contractual requirements, industry standards and business needs.
- 4.03 Data Trustees are designated SHSU employees responsible for ensuring the Appropriate Use of University Data. Data Trustees provide executive oversight of enterprise data governance and management functions and are accountable for ensuring the availability, validity, and usability of University Data within their areas of administrative responsibility. Data Trustees are appointed by and delegated authority from the Data Management Officer (DMO).

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4.04 Data Stewards are designated SHSU employees that ensure the Appropriate Use of University Data within their designated areas of administrative responsibility. Data Stewards direct the management of University Data to improve its usability, accessibility, and quality. They assist in the development, maintenance, and implementation of data governance policies, processes, and requirements. Data Stewards are appointed by and delegated authority from the Data Trustees and are responsible for managing University Data specific to their respective departments and data domains.

5. POLICY STATEMENTS

5.01 Policy: It is the policy of SHSU that all staff, faculty, student workers, contractors, and volunteers shall Appropriately Use University Data.

5.02 Ownership of University Data: As part of the Data Governance program implementation, SHSU will be able to assign and transfer data ownership of all or part of University Data to Data Owners identified through the proposed operating model, policy statements or contractual agreements.

The ownership of University Data as between the University and third parties is determined in accordance with applicable law and contractual commitments and is outside the scope of this policy.

5.03 Data Governance Committee (DGC): Provides strategic direction to the Cross-Domain Data Steward Committee on the alignment of data management activities with University Data needs and reporting obligations. The DGC reviews assessment results and reports to the Data Trustees and to the Data Management Officer (DMO) on the quality and effectiveness of enterprise data governance and management functions. Data Governance Committee members are appointed by the Data Management Officer and Executive Steering Committee.

5.04 Cross-Domain Data Steward Committee: Composed of Data Stewards appointed by the Data Governance Committee to oversee the implementation of the data governance vision and monitor the university community with regards to the effective management and Appropriate Use of University Data. The Cross-Domain Data Steward Committee develops and recommends adoption of policies, regulations, rules, standard operating procedures, and best practices, and provides communication and consultation as needed to ensure data users are aware of and understand their responsibilities as they relate to the Appropriate Use of University Data. The Cross-Domain Data Steward Committee reports to the Data Governance Committee and the Data Management Officer on issues related to the effective management and Appropriate Use of University Data and compliance with data governance policies and standards.

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6. RELATED DOCUMENTS

6.01 [Texas Government Code 2054.137](#)

6.02 SHSU Data Governance Charter

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