

COMPUTER SECURITY POLICY AND CRITICAL DATA – CLASS

Critical data is defined as any information that is vital to the continued mission and operation of the College of Liberal Arts and Social Sciences. This would include information as follows:

I. CLASS Dean's Office

General Administration Data

1. Reports and responses
2. List of college Standing Committees
3. List of College Visiting Committee
4. College meeting minutes

Student Data

1. Probation Letters
2. Dismissal Letters

Faculty Data

1. Faculty Summer contracts and all Academic year paper contracts
2. Annual workload assignments
3. Email addresses
4. Lists by department

Staff Data

1. New appointments or promotions of staff
2. Updated job descriptions

II. CLASS Departments

General Administration Data

1. Departmental reports and responses

Student Data

1. Declaration or Change of Major forms
2. Credit-transfer forms
3. Graduate admission letters

Faculty Data

1. New appointments or promotions of faculty
2. Annual workload assignments

Staff Data

1. New appointments or promotions of staff
2. Updated job descriptions

In order for the University's Business Continuity Plan to be fully effective, all faculty and staff will store all critical College related data on secure servers that are behind the CSU firewall and get backed up on a regular basis.

Faculty and staff failing to meet this policy risk losing access to University resources.