5.2.4 Network Infrastructure Administration

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.2 Infrastructure Solutions	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: February 2018

I. Purpose

To establish the responsibilities and goals of the Infrastructure and Security Engineering group of UT Health San Antonio.

II. Scope

This policy applies to the employees of the Information Technology department of UT Health San Antonio.

III. Policy

Infrastructure and Security Engineering (ISE) is exclusively responsible for the UT Health San Antonio (UTHSA) Network Infrastructure including, but not limited to, the local area network, wide area and telecommunications networks, the Internet, the OTS network and wireless/Wi-Fi networks. This responsibility includes defining standards for and approval of equipment attached to the UTHSA Network Infrastructure with the objective of maintaining a secure and reliable computing environment.

Networks are to be used consistent with the goal of facilitating the exchange of non-commercial information in support of UTHSA's missions.

1. ISE shall design, implement and administer the Network Infrastructure (including all associated network devices) in compliance with UTHSA's Information Policies, Standards and Procedures.

2. ISE shall document network and telecommunication hardware standards to ensure consistency and optimization of network performance and availability.

3. ISE shall document Standards and Procedures for administration of the Network Infrastructure and telecommunications platforms.

4. All connections, modifications, disconnections and installations of network hardware or software that provides network services must be approved by ISE.

5. ISE may filter content or limit bandwidth available to services or protocols that are not critical to or in support of UTHSA's missions.

6. Information Resources Owners or Custodians shall consult with ISE prior to implementing applications or services that are reasonably expected to require significant network bandwidth.

7. The acquisition, lease, subscription or rental of telecommunication devices or services and network equipment must be approved by ISE.

8. The physical layer infrastructure for the UTHSA's networking services, departmental networks, underground cable plant, and microwave radio links to other UTHSA sites (including Ethernet and fiber-optic cables for data, voice or video, Wi-Fi access points and cellular antennas) must be installed per documented standards by ISE or a contractor approved and commissioned by ISE.

   a. Network cabling through building pathways shall be installed or modified by ISE and ISE approved contractors.

   b. Contractors must be vetted and approved by ISE, follow UTHSA building codes and standards, adhere to Information Management and Services, Environmental Health and Safety, and Facilities Management inspections.

9. Each UTHSA department is responsible for the physical care of network or telecommunications equipment installed within their office or facility and not secured with access limited to ISE.

   a. If equipment is lost, stolen or damaged due to abuse, ISE may charge the Information Resource Owner a fee equal to the replacement cost of the equipment.

   b. Lost or stolen devices must be reported in a timely manner as required by UTHSA Policies, Standards and Procedures.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

A. The approving authority of this policy is the University Executive Committee.

B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
02/2018	Policy Revision		
07/2019	Policy Review		
05/2023	Policy Review		