Texas A&M Health Science Center Guidelines

29.01.04.Z1.01 Guideline: Accessibility of Electronic and Information Resources

Approved February 13, 2013

Supplements System Regulation 29.01 and TAMU SAP 29.01.03.M0.01

Reason for the Guidelines

This regulation is designed to ensure that all electronic information resources (EIR) developed, procured or changed by the Texas A&M University System Health Science Center (HSC), its employees or agents are accessible, in accordance with Texas Administrative Code and Texas A&M University System policy. The HSC Accessibility guideline applies to all individuals within the HSC that are responsible for development, procurement or modification of EIR, or those who have secured agents who perform the same functions.

1. Standard Administrative Procedure

1.1. Any EIR developed, procured or changed by HSC personnel or agents after implementation of this guideline must comply with appropriate Technical Accessibility Standards, “Functional Performance Criteria,” and “Information, Documentation and Support Requirements” as noted in TAMUS Policy 29.01.04.

1.2. The Office of the Chief Information Officer (CIO) of the HSC shall develop and publish accessibility procedures with respect to Technical Accessibility Standards, to include:

- A plan by which EIR will be brought into compliance.
- Standards and processes for handling exception requests.
- Appointment of an accessibility coordinator to develop, implement, support and maintain accessibility procedures as well as to coordinate programs to promote HSC awareness of accessibility initiatives.

1.3. If compliance with Technical Accessibility Standards would impose a significant difficulty or expense to the HSC, an exception request should be submitted to the HSC’s accessibility coordinator, who will report to the Office of the President through the CIO. Approved exceptions must be documented and maintained by the Office of the CIO. Exceptions must include the following:

- Justification including cost avoidance estimates.
- A plan for alternate means of access for persons with disabilities.
• Signature from The Office of the President or designee.
• A date of expiration.

1.4. The Chief Financial Officer (CFO) or designee shall develop and document a procurement procedure for use whenever a contract or other acquisition document requires a vendor to provide an EIR to the HSC; develop an EIR for the HSC; change an EIR for the HSC; or provide and use an EIR to a significant extent in performing the services or furnishing the products identified in a contract. The procedure shall:

• Ensure all appropriate terms and conditions associated with meeting accessibility requirements are represented in documents and contracts.
• Include a process for handling exception requests which complies with the standards and specifications of Title 1, Rule §213.37 of the Texas Administrative Code.

Undergo a periodic joint review by the CFO or designee and the CIO or designee to ensure it addresses current laws and Technical Accessibility Standards.

2. Violations

Violation of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student.

OFFICE OF RESPONSIBILITY:

Vice President for Finance and Administration