Policy Charge

University Committee on eForms

Policy Statement

The University committee on eForms is a University-wide Standing Committee.

The purpose of the Committee is to integrate faculty and academic staff review and consultation into existing and proposed new electronic forms (eForms), including but not limited to PeopleSoft eForms. Faculty and staff members of the committee will:

- Advise the Office of Information Technology, their governance groups, and other application development teams on campus on the creation of eForms and on how to test eForms with other segments of the university community before they are generally released.
- Prioritize changes desired in existing electronic forms.

The committee shall have sixteen members as follows:

- Three faculty approved by the Academic Senate.
- Two from offices of school deans recommended by the Academic Senate.
- Four staff positions (two academic staff and two administrative staff) selected by the Staff Council from a pool nominated by academic program and department heads.
- Four PeopleSoft functional stakeholders recommended by the PeopleSoft Executive Committee.
- One from the Office of Sponsored Projects recommended by the Office of Research.
- One from the distributed IT community recommended by the Chief Information Officer.
- One from the Office of Information Technology recommended by the Chief Information Officer.

All appointments shall be coordinated by the Committee on Committees of the Academic Senate and confirmed by the Senate as for other University Committees.

Voting will be used to prioritize work requests. All members are voting members. Votes are advisory for the Responsible University Official (RUA), not binding.

The term of service of the Committee members shall be two years, effective September 1 to August 31. The Committee on Committees may adjust terms to one or three years in order to assure continuity of experience as necessary. Individuals may be reappointed. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Chair shall be the RUA or his/her designee. The Committee shall designate a Vice Chair. The Vice President/Chief Information Officer, Office of Information Technology, will be the RUA.

Areas of concern for the committee will include:

- Issues of productivity affecting faculty and their administrative support.
- Timely and helpful responses to specific concerns and complaints.
- Assuring that solutions are sustainable, user-friendly, non-redundant, and consistent with university policies and values.
The Committee shall meet on a schedule established by the RUO. The Vice-Chair may call a meeting in the absence of the Chair.

The Committee may choose to establish Working Groups, which could be used to prepare for the Standing Committee meetings called by the RUO, as well as to integrate eForms requests into existing application governance group processes.

The Committee shall report annually on its activities to the Academic Senate. It will also maintain a webpage on the Academic Senate website, with other University Committees.

**Policy History**

- Issued: 2017-09-12

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1106](http://policy.utdallas.edu/utdpp1106)
- Link to PDF version: [http://policy.utdallas.edu/pdf/utdpp1106](http://policy.utdallas.edu/pdf/utdpp1106)
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