

Policies of the University of North Texas Health Science Center	Chapter 5 Human Resources
05.211 Electronic and Information Resources Accessibility Policy	

Policy Statement.

The University of North Texas Health Science Center is committed to providing a work environment that affords equal access and opportunity to otherwise qualified individuals with disabilities, in compliance with federal and state law. Consistent with this commitment, the University strives to provide electronic and information resources (“EIRS”) that are accessible to all members of the University community and that meet the requirements of the Texas Department of Information Resources.

Application of Policy.

Total Health Science Center

Definitions.

1. DIR Accessibility Rules. Rules issued by the Texas Department of Information Resources (DIR) regarding the development, procurement, maintenance and use of EIRS by institutions of higher education and set forth in Title 1, Chapter 206, Rule §206.70 of the Texas Administrative Code and in Title 1, Chapter 213 of the Texas Administrative Code.
2. Electronic and Information Resource or Electronic and Information Resources (“EIR” or “EIRS”). Includes Information Technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term electronic and information resources includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation, and are not information technology.

3. Exception. When a requirement of the DIR Accessibility Rules is waived by the President in accordance with this policy. An Exception must be determined by the President as necessary to avoid significant difficulty or expense to the University.

At a minimum, an Exception shall include a written justification that will include the following: a date of expiration; a plan for alternate means of access for persons with disabilities; justification for the exception including relevant cost avoidance estimates; and signature of the President.
4. EIR Accessibility Coordinator. In accordance with Texas Administrative Code Title 1, Part 10, §213.41, the campus EEO/ADA Coordinator shall be the EIR Accessibility Coordinator. The institution's Information Resource Manager (IRM) and Director of Purchasing shall provide necessary technical support that allows the EIR Coordinator to fulfill his/her responsibilities under this policy.
5. Information Technology. Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, Web application software and other types of software, firmware and similar procedures, services (including support services), and related resources.

Procedures and Responsibilities.

1. Comply with the DIR Accessibility Rules, this policy and procedures related to EIRS in the development, procurement, maintenance, or use of EIRS. Any request for an exception to the DIR Accessibility Rules, this policy or procedures related to EIRS shall be submitted to the EIR Accessibility Coordinator for review and processing.

Responsible Party: All Faculty and Staff

2. Oversee and monitor development, support, maintenance and compliance with this policy and University-wide compliance with the DIR Accessibility Rules.

Responsible Party: EIR Accessibility Coordinator

3. Notify University community of procedures related to the procurement of EIRS that support compliance with the DIR Accessibility Rules.

Responsible Party: Purchasing and EIR Accessibility Coordinator

4. Notify University community of procedures related to the development, maintenance and use of EIRS that support compliance with the DIR Accessibility Rules.

Responsible Party: EIR Accessibility Coordinator

5. Monitor compliance with the DIR Accessibility Rules, this policy, and procurement procedures related to EIRS in regard to purchases made under purchasing contracts, purchase orders or P-Cards.

Responsible Party: Purchasing and EIR Accessibility Coordinator

6. Develop and implement a plan by which EIRS and standards related to EIRS accessibility will be brought into compliance with the DIR Accessibility Rules, this policy and procedures related to EIRS.

Responsible Party: EIR Accessibility Coordinator

7. Oversee and provide training on compliance with the DIR Accessibility Rules, this policy and procedures related to EIRS.

Responsible Party: EIR Accessibility Coordinator

8. Review requests for exceptions to the DIR Accessibility Rules, this policy and procedures related to EIRS. In the event that a request does not rise to the level of an Exception as defined in this policy, then make a determination regarding the request. In the event the request relates to the granting of an Exception, then ensure the request meets the requirements for an Exception. If the request for an Exception complies with the requirements of this policy, then forward the request to the President with a recommendation regarding adoption.

Responsible Party: EIR Accessibility Coordinator

9. Review and, if acceptable, approve any Exception to the DIR Accessibility Rules.

Responsible Party: President

10. Maintain exception requests related to EIRS in accordance with the University's record retention schedule.

Responsible Party: EIR Accessibility Coordinator

11. Conduct and complete EIR surveys as required by DIR.

Responsible Party: EIR Accessibility Coordinator

References and Cross-references.

1. [Section 508 of the Federal Rehabilitation Act \(codified at 29 U.S.C. § 794d\)](#)
2. [Code of Federal Regulations, Title 36, Part 1194 - Electronic and Information Technology Accessibility Standards](#)
3. [Texas Government Code, Chapter 2054, Subchapter M, "Access to Electronic and Information Resources by Individuals with Disabilities"](#)
4. [Texas Administrative Code, Title 1, Chapter 213, "Accessibility Standards for Institutions of Higher Education"](#)
5. Texas Administrative Code, Title 1, Chapter 206, §206.70, Accessibility and Usability of Institution of Higher Education Web Sites"

Forms and Tools. (optional)

1. UNTHSC Electronic and Information Resources Accessibility Compliance Plan
2. [Statewide Accessibility for Electronic and Information Resources](#)
3. [Statewide Accessibility Resources \(DIR\)](#)
4. [Best Practices for Electronic and Information Technology](#)

Approved: June 2010

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Revised: