29.01.04.H1.01   Accessibility of Electronic and Information Resources

Approved: January 5, 2024
Next Scheduled Review: January 2029

Procedure Summary

The use of electronic and information resources is critical to the operation of the University. Effort must be made to ensure these resources are accessible to all users regardless of disability.

All faculty and staff shall comply with Texas Administrative Code Chapter 206 (TAC 206) and Chapter 213 (TAC 213) and Texas Government Code 2054, Subchapter M. Access to Electronic and Information Resources by Individuals with Disabilities, *System Regulation 29.01.04, Accessibility of Electronic and Information Resources* and related guidelines in the development, procurement, maintenance or use of Electronic and Information Resources (EIR).

Procedures and Responsibilities

1. **GENERAL**

   1.1 The President has designated an Electronic Information Resources Accessibility Coordinator (EIRAC) to ensure compliance with this procedure. The CIO shall serve as the EIRAC. The CIO may delegate the operational responsibility of this Procedure to System Information Technology resources, but retains ultimate responsibility for compliance.

   1.2 The EIRAC will guide compliance with this procedure and must outline and maintain current accessibility training, monitoring and procurement guidelines in an EIRAC Accessibility Plan. This plan shall include a process for correction actions to remediate noncompliant items.

   1.3 The EIRAC shall oversee and provide training on compliance with TAC 206 and TAC 213, this procedure and the EIRAC Accessibility Plan.

2. **EXCEPTIONS**

   1.4 Any request for an exception under TAC 213 must be submitted to the EIRAC for review and processing.

   2.1 The EIRAC will review requests for exception under TAC 213, ensure that requests meet the requirements for an exception, and forward requests to the CIO with a recommendation for approval or disapproval.

2.2 The CIO will present requests for exemption to the President, who will further review each exception request and forward the request to the Information Technology Advisory Committee, if needed, for a recommendation regarding approval.

2.3 The EIRAC will maintain records of exemption requests in accordance with record retention schedules.

3. MONITORING

3.1 The Director of Purchasing and Support Services will monitor purchasing contracts, purchase orders, and procurement card purchases for compliance with TAC 213, and purchasing procedures when the contract or acquisition requires a vendor to provide, develop or change an EIR for University use.

3.2 The EIRAC will oversee and monitor development, support, maintenance of accessibility, and compliance with this procedure and university-wide compliance with TAC 206 and TAC 213.

3.3 The CIO and the Director of Purchasing and Support Services shall provide the necessary technical and procurement procedures support to the EIRAC in fulfilling his or her responsibilities under System Regulation 29.01.04, *Accessibility of Electronic and Information Resources*.

Related Statutes, Policies, or Requirements

Texas Administrative Code, Title 1. Part 10. Chapter 206. *State Websites*

Texas Administrative Code. Title 1. Part 10. Chapter 213. *Electronic and Information Resource*

System Policy *29.01, Information Resources*

System Regulation 29.01.04, Accessibility of Electronic and Information Resources

Title II of the Americans with Disabilities Act of 1990 (ADA)

Section 504 of the Rehabilitation Act of 1973

Section 508 of the Rehabilitation Act of 1973

Texas Labor Code Chapter 21. Employment Discrimination

Tex. Gov't. Code 2054, Subchapter M., Access to Electronic and Information Resources by Individuals with Disabilities

---

Contact Office

Chief Information Officer
(903) 223-3157