

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	September 2006
Section 5.9	Publishing on the World-Wide Web	Revised:	
Policy 5.9.6	Outsourced Web Development and Maintenance	Responsibility:	Vice President and Chief Information Officer

OUTSOURCED WEB DEVELOPMENT AND MAINTENANCE

Policy

The University of Texas Health Science Center at San Antonio must meet web standards set by the federal and state governments. The requirements deal with accessibility, security, and program coding for archiving content. Additionally, the Computing Resources Committee and its Web Advisory Committee develop minimum web standards to ensure a consistent and quality web presence for the University.

This policy requires contractors performing web development or maintenance services for the University or its organizations to follow the policies and requirements set by the University and higher authorities. These requirements should be included in the procurement process and final contract. Final acceptance of a contractor's development or maintenance work is subject to approval by both the University Webmaster and the Chief Information Security Officer.

1. The University relies on the World-Wide Web Consortium's Web Accessibility Initiative to define best practices for web presentation. Specific rules related to presentation are in the University's web accessibility policy, in the *Handbook of Operating Procedures* (HOP), [Section 5.9.4](#), "Web Accessibility".

All Web sites are subject to the approval of the University Webmaster, who may validate for compliance with accessibility requirements.

2. All Web sites developed by an outside contractor are subject to approval of the Chief Information Security Officer, whose office may examine the Web site to assure that its functions and data are secure. Contractors are expected to comply with applicable Information Security policies, as set forth in [Section 5.8](#) of the HOP, "Information Security". Any Web sites that involve collection of sensitive information or connectivity to data stores that contain sensitive information may be subject to more stringent review of compliance with University, state, and federal regulations. Web sites that may be subject to such regulatory review must have a description of the site to be built, including a data flow diagram and plans for securing the data approved by the Chief Information Security Officer before programming is done.

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3. Web sites hosted on the central institutional web servers must use scripts that work with the server-side includes chosen to run on the institutional servers.

Web sites to be hosted by individual departments or schools may use other scripting by arrangement with the host of the server.
