



The Florida State University  
Information Technology Governance Council  
University Information Technology Managers Subcommittee

**Charter**

*Adopted by the ITGC on Tuesday, 10 December 2013*

**What is the University Information Technology Managers Subcommittee?** The University Information Technology Managers Subcommittee (“UITM”) of the Information Technology Governance Council (“IT Governance Council”) was formed in May, 2009, in order to establish formal, two-way communication between university Information Technology managers, Information Technology Services (“ITS”) and the IT Governance Council. The UITM was asked to assist with the development and review of standards, policies, procedures and the identification of opportunities to implement efficient and effective management of IT resources.

**What is a University Information Technology Manager?** A university Information Technology manager (“IT manager”) is the individual (or individuals) so designated (“officially designated”) by a vice president, dean, director, department head or chair (or designee) of a campus academic, research or business unit (“campus unit”), with the exception of Information Technology Services or any of its subdivisions. Typically, an IT manager is an individual who may: a.) be responsible for managing or administrating the information technology resources within a campus unit, including the recommendation of information technology solutions or purchase of same; b.) be responsible for the information technology budget for a campus unit; c.) be responsible for the supervision of information technology support staff for a campus unit; and/or, d.) have duties within their campus unit that include information technology-related activities.

**What is the structure of the University Information Technology Managers Subcommittee?** The UITM consists of all officially designated IT managers, and is chaired by the university’s Associate Vice President and Chief Information Officer, or his or her designee. The UITM shall meet once on or around the beginning each school semester (defined as the Spring, Summer (A) and Fall semesters for undergraduate students), to fulfill the requirement for formal, two-way communication between IT managers, ITS and the IT Governance Council.

One (1) officially designated IT manager, selected by the university’s Associate Vice President and Chief Information Officer in January of each even-numbered year, shall represent the UITM on the IT Governance Council until their replacement is named. It is the responsibility of this individual to represent the UITM and its members, and to communicate with all IT managers on the activities of the IT Governance Council.

The university’s Associate Vice President and Chief Information Officer or an ITS director may also call for additional meetings of the UITM or the creation of workgroups of officially designated IT managers throughout the year in order to fulfill the requirement to assist with the development and review of standards, policies, procedures and the identification of opportunities to implement efficient and effective management of IT resources.