



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 52.03: Obtaining Data Network Services

DATE: February 25, 2011

PURPOSE: Telecommunications Services provides network services to the entire Texas Tech University (TTU) community. The purpose of this Operating Policy/Procedure (OP) is to outline a policy to standardize network equipment placed into service at any facility and the method by which this equipment is procured, received, routed, installed, maintained, and reviewed.

REVIEW: This OP will be reviewed in November of even-numbered years by the managing director of Telecommunications Services and the IT policy and planning officer who will recommend revisions to the TTU chief information officer (CIO).

POLICY/PROCEDURE

Telecommunications Services is responsible for operating and standardizing network services and equipment for the TTU campuses, maintaining compatibility and interoperability for the TTU network (both wired and wireless network environments), and providing certified technicians for equipment maintenance and warranty enforcement.

1. Telecommunications Services will provide all data network services including, but not limited to, network design and installation, address assignment, routing, DNS, DHCP, and Active Directory Services.
2. Telecommunications Services will provide all network equipment including, but not limited to, hubs, switches, bridges, routers, wireless network access points, network firewalls, VPN concentrators, and remote access devices.
3. Requests for data communication services and support, including network equipment and lines, should be made to Telecommunications Services at <http://www.net.ttu.edu>.
4. All use of the TTU network environment is subject to TTU Information Technology security policies located at <http://www.infotech.ttu.edu/security>.
5. All network equipment and services are subject to a mandatory review by the managing director of Telecommunications Services. Procurement for the equipment and services must be authorized by the managing director of Telecommunications Services.
6. When the requirements and needs of an individual department cannot be met by the existing data network, Telecommunications Services will work with the department and outside vendors to develop effective and compatible solutions where possible.
7. Data network and communications services are a mission-critical information resource of Texas Tech University. As such, all construction and renovation of facilities shall conform to the

network architecture/engineering design information standards found at
<http://www.net.ttu.edu/ae>.