

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 10, *new* SECTION 32
Use of Electronic Approval Processes

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

[Add new Section 32]

Section 32. Use of Electronic Approvals

1. *The Board of Regents supports the development and use of electronic approval processes to promote efficiency and cost savings. Institutions shall use electronic approval processes in lieu of handwritten approvals whenever possible so long as their use is consistent with, and not prohibited by, any applicable state or federal law or NSHE policy.*
2. *Institutions shall expeditiously develop procedures to implement electronic approvals and to identify, evaluate, and document EXCEPTIONS where [~~electronic~~] HANDWRITTEN approvals shall be required.*
3. *Regardless of the method for implementing electronic approvals, each method shall support the following functions:*
 - a. *Confidentiality – protect content from unauthorized access, so that only the intended audience can view it.*
 - b. *Authenticity – Assure that the document truly comes from the signer.*
 - c. *Integrity – detect unintentional or malicious alteration.*
 - d. *Maintenance – maintain confidentiality, authenticity, and integrity of the record from origination through the entire business process.*
 - e. *Accessibility – allow access to the document across all platforms.*
4. *At a minimum, such procedures shall:*
 - a. *Identify the person by position who is authorized to sign, approve, and/or prevent unauthorized actions from being taken as a result of an electronic approval and to ensure an appropriate audit trail.*
 - b. *Follow NSHE policies and procedures applicable to contracts.*
 - c. *Include an appropriate form of user authentication (e.g., username/password, PIN, email verification, or digital certificate) with audit capability.*
5. *Any individual or party that makes inappropriate or illegal use of electronic approvals is subject to sanctions up to and including suspension, dismissal and criminal prosecution as specified in Board policies and state laws.*