Auburn University at Montgomery
Information Technology Services
Policies and Procedures

Title: Technology Sunset Policy

Responsible Office: Information Technology Services (ITS)

I.   PURPOSE

Auburn University at Montgomery (AUM) provides a vast portfolio of technology solutions that consist of a variety of hardware and software. Obsolete or unsupported hardware and software represent numerous risks to the university, including security vulnerabilities or incompatibility with features and functions of newer technology. This policy establishes controls addressing the sunsetting of technology. The controls provide guidance in decision-making and practices that optimize resources and mitigate risk.

II.   POLICY

ITS and other AUM departments shall review their technology portfolio regularly. The technology portfolio review shall ensure the technology meets security, business, and technology requirements and standards. If a technology cannot be upgraded to meet requirements and standards, is End-of-Life (EOL), or no longer meets a business requirement, ITS and the departments will collaborate to place the technology in a sunset status and determine its eventual disposition.

III.   EFFECTIVE DATE

May 1, 2023

IV.   APPLICABILITY

This policy applies to all University faculty, employees, and contracted personnel.

V.   RESPONSIBILITY

ITS implements and administers the policy/procedure in detail.

Policy Responsible Office: Information Technology Services
Policy Responsible Executive: Chief Information Officer (CIO)

VI.   DEFINITIONS

Technology Sunsetting – The business process in which ITS or another AUM department, determines that a particular technology has reached the sunset stage in its life cycle and plans for its disposition. The impetus for determining the sunset status may be a technology event, such as a vendor or ITS determining the technology is obsolete or unsupported, or a function is no longer needed due to organizational business needs.

Technology Portfolio – An IT portfolio consists of hardware and software assets which support the university business processes, used for tactical or operational purposes and new/existing projects.

End-of-Life (EOL) – EOL is commonly used in information technology to describe a product that is no longer maintained or supported. It may refer to either hardware or software.

VII. PROCEDURES

If ITS determines that a technology needs to be sunset or replaced, ITS shall notify department as well as the division head (i.e. VC or Dean level).

When a department identifies a technology for sunset, it shall nominate that technology to the CIO with a rationale for sunset status. If known, the department shall also identify any other AUM departments that may be affected by the sunset of the technology. If a technology is approved for sunset, the CIO shall identify a lead organization, ITS or department, to lead the sunset and final disposition of the technology.

Departments requesting an exemption for continued use of technology designated in sunset status must submit an exception request to ITS and the CIO. The cost associated with retaining and supporting aging software or hardware is the responsibility of the department.

ITS may disable a technology in sunset status, if the CIO, after consultation with senior administration, determines the software creates an operational or security risk to the university.

VIII. SANCTIONS

Violations of this policy may result in appropriate actions, including warnings or loss of access to AUM IT resources.

Employee violations of this policy or the protection standards created to implement this policy may also be considered a Group I infraction under the University Personnel Manual and subject to disciplinary action, up to and including dismissal.

IX. EXCLUSIONS
N/A

X. INTERPRETATION
The Chancellor has the authority to interpret this policy.

APPROVAL TO PROCEED: _____   DATE: 4/18/23

APPENDICES
NONE