

AUC SERVERS POLICY

Policy Statement

All AUC-owned production servers - even if administered by non-IT staff - should reside in the IT data center with administrative privilege granted to the department owning the server. Servers used in research would be handled on a case-by-case basis.

Reason for Policy/Purpose

The purpose of this policy is to save office/classroom space in the different departments in addition to providing a more healthy environment for the equipment (A/C, UPS, Fire fighting set up, physical security,..). By keeping servers in one locale (tailor-made for this purpose), energy conservation in the departments would be achieved.

Who Approved This Policy

Executive Vice President for Administration & Finance	Mr. Brian MacDougall
Date:	17 September 2013
Chief Technology Officer	Ms. Nagwa Nicola
Date:	17 September 2013

Who Needs to Know This Policy

All AUC staff responsible for servers (non-IT included) in schools and administrative offices.

Web Address for this Policy

<http://www.aucegypt.edu/about/policies/Pages/default.aspx>

Contacts

Responsible University Official:	Mr. Hussein Moustafa, Director: UTI
Responsible University Office:	University Technology Infrastructure (UTI)

If you have any questions on this policy or procedure, you may:

1. Call mr. Hussein Moustafa at 2615.3562
2. Send an e-mail to hussain@aucegypt.edu

Definitions:

Term (alphabetical order)	Definition as it relates to this policy
Production server	Servers that have running applications

Policy/Procedure:

- Departments/Schools follow the normal purchasing policy for acquisition of servers.
- Site location of physical servers will be the main data center in the New Cairo Campus (parcel #9).
- Receiving documents (goods receipt) of the servers are still handled by the owning department as well as SAP asset custody.
- Administrative privileges are under the requesting department.

Forms:

N/A

Related Information:

N/A

Appendices (Optional):

N/A

History/Revision Dates:

Origination Date: February 26, 2013

Last Amended Date: 4 March 2013

Next Review Date: 4 March 2014