Shawnee State University

POLICY TITLE:	ELECTRONIC SIGNATURES
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EFFECTIVE DATE:	12/18/2015
NEXT REVIEW DATE:	12/2018
RESPONSIBLE OFFICER(S):	VPF&A/CONTROLLER/CIO
APPROVED BY:	BOARD OF TRUSTEES

1.0   PURPOSE

The purpose of this policy is to establish rules regarding electronic signatures at the University in conformance with the Ohio Revised Code §1306.20(J).

2.0   AUTHORITY

The Vice President for Finance and Administration, Controller, and Chief Information Officer are responsible for the effective oversight and management of electronic signatures.

3.0   USE OF ELECTRONIC SIGNATURES

3.1   The use of electronic signatures shall be consistent with established operational policies and procedures, including Board of Trustee Policy 5.27Rev, Signature Authority for Contracts.

3.2   The University recognizes an authorized electronic signature as legally binding to the fullest extent permitted by law.

3.3   The Vice President for Finance and Administration or designee has discretion to opt out of conducting business electronically with any party or in any transaction.

3.4   The University's Chief Information Officer shall be responsible for establishing a process and security protocol for authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic signature. An electronic signature that does not comply with an approved authentication method at the time of signature may not be binding on the University.

3.5   Documentation of individual electronic signatures shall be maintained in accordance with the University's record retention schedule.

4.0   PROCEDURES

Procedures developed by the appropriate university offices for the effective implementation of this Policy, including the authentication method for electronic signatures and identification of responsibilities for individuals and units regarding the use of electronic signatures, will be approved by the President.

History
Effective: 12/18/15