**THE UNIVERSITY OF TEXAS SYSTEM
Office of General Counsel**

**Guidelines for Designating Security Sensitive Positions**

**August 2010**

The President of the institution, or his/her designee, will ensure that positions and offices which perform functions that may pose increased risks at the institution are designated as security sensitive, such as those with:

* direct responsibility for the safety or security of personal or U. T. System property;
* responsibility for operating, in the course of normal job duties, U. T. System-owned or leased vehicles, machinery or toxic systems;
* significant inventory control responsibilities, including receipt and release of inventory;
* direct access to, or responsibility for, cash, checks or U. T. System property, disbursements or receipts;
* responsibility for execution or approval of financial transactions;
* unsupervised access to U. T. System, employee or student property, including access to student dorm rooms, in the course of normal job duties;
* responsibility for the preparation, maintenance or approval of the financial, payroll, personnel or purchasing systems;
* direct access to critical data processing systems or to sensitive data, including data protected by Federal or State law, medical records, personnel records, other personal data or confidential criminal justice information;
* surety bond requirements;
* senior level administrator positions. For System Administration, "senior level administrator positions" are all executive officers and System administrative officials. For an institution, "senior level administrator positions" are that institution's executive officers and administrative officers, as identified in the institution's Handbook of Operating Procedures;
* positions with primary job duties that include the physical safety and/or security of humans;
* positions that include duties providing patient care or research involving human subjects;
* positions that include duties providing child-care in a child-care facility, as that term is defined in Texas Human Resources Code § 42.002(3);
* positions with duties that involve contact with students at a university charter school;
* positions with duties that include direct contact with primary and secondary school students;
* positions with duties that involve direct access to, or responsibility for, pharmaceuticals, select agents, or controlled substances; and
* positions with direct access to, or responsibility for, classified information pertaining to the national defense.