The Department of Curriculum and Instruction

C&I PPS 08.01

Technology Policy

Revised: Fall 2018

Review Cycle: Every five years

Reviewer: C&I Voting Faculty

**Purpose**

1. The purpose of this policy is to broadly determine the procedures for allocating electronic technology resources in The Department of Curriculum and Instruction.

**Definitions**

1. TSP: Technology Support Specialist.
2. FTE: Fulltime Employment.
3. HEAF:  Higher Education Assistance Funds.
4. CRP: Computer Replacement Program. (Through the CRP, the University has dedicated HEAF funds to provide faculty and staff with Dell or Apple desktop computers that are configured to function effectively for a minimum life cycle of four years. More information about this program may be found at:  <http://www.tr.txstate.edu/hardware/crp.html>)

**Computer Replacement Program**

1. New tenure-track faculty are first to receive CRP allocations, followed by tenured and tenure-track faculty, senior lecturers, and full-time lecturers.
2. Faculty and staff may choose to defer receiving a computer during their CRP cycle.  Those who defer will be placed second to the new hire tenure-track faculty for the following year.
3. All other eligible faculty and staff who are full-time employees and paid from eligible accounts (i.e., E & G and “method of finance” or certain designated fund accounts determined by the Budget Office) will receive a new computer on a rotation basis after the faculty listed in item 6.
4. A rotation list will be maintained and updated on an annual basis by the Department Chair and the TSP.
5. Faculty and staff who have been scheduled to receive new computers will be contacted during the fall semester once funds have been allocated to the Department to obtain information that is critical to a successful installation. Faculty will have two weeks to respond to the request for information. Once this information has been submitted to Technology Resources, the new computer will be ordered, and the delivery will be coordinated with the ITAC and the faculty member. Failure to respond within 14 days may result in the CRP eligibility being deferred until the next year.
6. Faculty and staff have a choice of either a Dell or Apple desktop or laptop.  The cost of a standard desktop unit is funded by the CRP.  However, the Department must assume the additional cost of a laptop or an advanced computer. A request must be submitted to the Department Chair for approval.

**Refurbished Computer Placement**

1. Computers that have been replaced with new CRP computers may be refurbished by the TSP if they meet or exceed the minimum hardware configuration set forth by Technology Resources. These computers will be given to faculty and staff who are not eligible for the CRP (e.g., full- and part-time lecturers and staff; faculty paid from auxiliary, grant, or other designated accounts).
2. Allocations of refurbished computers are prioritized as follows:
	1. Full-time lecturers
	2. Full-time staff
	3. Part-time faculty (with an FTE of .5 or greater)
	4. Part-time staff (with an FTE of .5 or greater)
		1. \*Priority may be altered at the Department Chair’s discretion

**Technology Equipment Checkout**

1. Check out of technology equipment (e.g., laptop computers, video cameras, digital cameras, and projectors) is based on a first-come, first-served basis.
2. Faculty or staff should email a request for equipment to the TSP at least one week before the equipment is needed.  At check-out, faculty/staff sign the check-out/liability form (Attachment A).
3. The TSP will notify the requestor of equipment availability.
4. Unless special arrangements are made with the Department Chair, equipment may be checked out for no more than one week.

**Grant Equipment**

1. Prior to ordering technology equipment, grant recipients should consult with the TSP to ensure that the order meets University standards.
2. All grant equipment is considered Texas State University property and will remain within the Department if the grant recipient leaves the Department. Faculty leaving the Department will check all grant equipment into TSP before the last day of employment.

**Software**

1. Technology Resources makes available a wide variety of software for faculty and staff. Some software products are available for Departmental use at no cost, and other products are available at a discounted price.
2. Software not supported by Technology Resources may be purchased by the Department with Department Chair approval.
3. Faculty should coordinate with the TSP for installation of non-standard software.

**Inventory**

1. An inventory of Departmental hardware will be kept by the TSP.
2. The Department TSP will support one computer per faculty member. The practice of a faculty member retaining more than one computer (e.g., a desktop and a laptop) will be phased out as faculty obtain new CRP computers.
3. After receiving a CRP or refurbished computer, the old machine must be returned to the TSP within 30 days.
4. All exemptions must be approved by the Chair.

**Certification Statement**

This C&I PPS has been approved by the reviewers listed below and represents the C&I policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Date:   \_\_\_\_\_\_\_\_\_\_

Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                         Date:   \_\_\_\_\_\_\_\_\_\_

                   Chair