University of Florida College of Journalism and Communications Faculty Computer Standards Policy

The following policy was voted upon and approved by the faculty on November 27, 2012.

The Technology Committee standard computer offerings be put in place for college faculty technology needs, as expressed in your email to the technology committee dated 12/16/2010, we are forwarding the following recommendations:

- That a cap of $2,500.00 (USD) for future computer technology requests be put in place.
- That faculty become ELIGIBLE for a computer upgrade every three years. This would time upgrades with the scheduled warranty expiration period.
- That any additional technology needs that go beyond the allotted $2,500.00 (USD) can be addressed by a **Faculty Technology Request Process** specified in the next section.
- That faculty who have grant money for computer technology purchases be exempt from the Faculty Technology Request Process and Technology Committee reviews.

Faculty Technology Requests Process:

The committee also recommends an appeals process for faculty whose work-related technology needs exceed the $2,500.00 (USD) cap. The suggested multi-step policy is as follows:

- Faculty member files request with Department Chair.
- Department Chair makes recommendation to Dean and Technology Committee.
- Technology Committee reviews request and makes recommendation to Dean
- Dean makes final decision on computer purchases in consolation with the head of ITS.

The committee also recommends that the Dean have the option to bypass the Technology Committee if the need were to arise.

The committee looks forward to your comments and suggestions.

Sincerely,

2010-2012 Technology Committee   Last revised 11/27/2012