

## **POLICY ON REQUESTS SUBMITTED THROUGH TECHNOLOGY NEEDS SURVEY**

### **I. Policy overview**

*Departments can always purchase technology through departmental funds at any point in the process.*

This policy refers only to the requisition of instructional technology as requested through the Technology Needs Survey.

To facilitate fair access over time to college funds for the procurement of instructional technology, the following policy has been established to identify needs within the College of Arts and Humanities. Instructional technology shall be defined as any item of hardware or software that supports classroom curriculum.

Examples of instructional technology covered by this policy may include:

- Computer software
- Computer hardware
- Audio/Visual hardware
- Peripherals and Related Accessories

Procured technology should meet the following criteria:

- Technology obtained will be used to support curricular needs
- Technology obtained is appropriate for the scope of course held in the specified room
- Meets the University Standards for accessibility where applicable

Requests that will be considered to be for individual faculty use include:

- For independent or joint faculty research
- For university related activities that fall outside of the scope of classroom instruction

Requests for technology for faculty use that is not of an instructional nature should be directed to the department chair or designee.

## **II. Procedure**

1. For requests, the responsible party will be the chair of the department; however, departments may choose to designate any tenure-track/tenured faculty member as the responsible party where appropriate.
2. Requests for instructional technology will be made by filling out the College of Arts and Humanities Technology Needs Survey and submitting that form to the department chair or designee.
3. The department chair or designee, in consultation of faculty, will prioritize all appropriate requests and submit that list to the College Technology Committee. The department may at any point choose to individually fund any or all requests through its own means. Each department is encouraged to develop their own process to facilitate the acquisition of instructional technology as necessary.
4. Requests forwarded to the College Technology Committee will be reviewed and given a recommendation. These recommendations will then be forwarded to the Dean of the College of Arts and Humanities for final approval.
5. The Dean will notify the department of the items approved for funding through the College of Arts and Humanities. The department may at that point choose to fund unapproved items through their own means.
6. A timeline for submitting requests will be established each semester. The technology committee will announce the deadline at the beginning of the semester. The timeline will specify final dates for submission to the department, as well as review dates by the department, by the College Technology Committee, and by the Dean of the College of Arts and Humanities.

In general, the deadline for departments to submit their technology requests to the committee will be October 15 in the fall semester and March 15 in the spring semester, or the following business day.

Every effort will be made to have approved technology implemented by the beginning of the following semester.

NB: Submitting a request does not guarantee funding of that request.

## **III. Technology Request Form**

## Instructional Technology Needs Assessment Survey

Please utilize this form to request instructional technology. Individual faculty needs should be requested separately through your department chair.

Department \_\_\_\_\_ Area \_\_\_\_\_  
 Name of requestor \_\_\_\_\_

This is for a:

Lab (rm #) \_\_\_\_\_  
 Classroom (rm #) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_  
 Classes this request will affect: \_\_\_\_\_

### Hardware

Desktop(s) \_\_\_\_\_  
 Laptop(s) \_\_\_\_\_  
 Audio/Visual \_\_\_\_\_  
 Peripheral(s) \_\_\_\_\_  
 Other (please describe): \_\_\_\_\_

Please include the following information:

Model and configuration	
Amount of units	
Cost per unit	
Total cost	

Why is this equipment needed?

Are there any special needs for securing this equipment?

### Software

*Have you checked [help.csufresno.edu/facstaff/software/index.jsp](http://help.csufresno.edu/facstaff/software/index.jsp) to see if the software is available? Checking this site to determine if the University has your desired software already may eliminate the need for this request.*

Name of software package	
Desired version of the software (1.0, 2.5, etc.)	
Estimated cost of software per seat	
Total cost of software based on estimate	

Why is this software needed?

Are there alternative software titles that can serve the same purpose? If so, could this be a substitute?

*Deadlines for submitting departments' approved and prioritized Technology Assessment Surveys to the Arts and Humanities Technology Committee are **Oct 15 (Fall)** and **March 15 (Spring)**.*