Academic Affairs
Instructional and Research Equipment Requests
FY 2015-16

Purpose

Instructional and research[1] equipment is of increasing concern to our faculty, and its importance has been specified in the priorities for the University. We are faced with aging and antiquated equipment, and a growing need for instrumentation for instruction and research. According to the Collective Bargaining Agreement (CBA), our faculty has both instruction and scholarship responsibilities. There is also a natural interrelationship between instruction and scholarship. Scholarship not only provides for professional growth for the faculty, but it also provides mechanisms for the faculty to become better instructors and also mentor students in individualized or group research. Within budgetary constraints, it is the College and University's responsibility to provide the basic needs for their faculty to fulfill their responsibilities. Thus, both faculty and administrators play an important role in determining the procurement of new instructional and research equipment.

It is the responsibility of the Deans[2], Department Chairs, School Directors, and Center Directors to ensure that each faculty is provided with an adequate and equitable level of basic support for their instruction and research. To this end, Deans, Department Chairs, School Directors, and Center Directors must ensure that all of their faculty members have been informed of this program, and that all requests have been given fair and equitable consideration. It is hoped that with an open and fair process, faculty and Colleges/Departments/Schools/Centers will develop a better appreciation of the difficulties that are faced across the Colleges, and that together we can build a stronger Academy and support our students better.

Procedural Justification

A2E2 fees will be used to fund instructional and research equipment that will involve students and faculty from both the Departments/Schools/Centers/Library/Academic Units and the Colleges setting priorities. These priorities may not always be the same. The following procedure will allow for the participation of faculty and students in establishing the requests and setting priorities, and provides input from the various Academic Affairs' Units[3] into the decision making process. By providing and exchanging written justifications and lists of funded requests, it is hoped that such an exchange of information with the faculty and students will further the neutrality and objectivity of the process. The maintenance of a five-year record of requests will hopefully instill in the various Academic Affairs' Units the need for long-range planning and implementation.

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[1] For the sake of simplicity, the word "research equipment" means any type of equipment used for any type of creative or scholarly endeavor. For example, it would include NMRs and well as pianos).

[2] For the sake of simplicity, the word "Dean" means College Dean, Dean of Libraries, Associate Vice President, or Executive Director, where appropriate.

[3] Various Academic Affairs' Units include the four Colleges, Library, Concord campus, and other Academic Affairs units (e.g. Freshman Year Experience).

Procedure

1. The Chair/Director of each of the Department/School/Center/Library/Academic Unit is responsible for submitting a priority list, definitive costs and justifications for the unit's instructional and research equipment request to their A2E2 Instructional and Research Equipment Committee. The priority list and justifications are to be prepared according to these guidelines using the attached request form. Connectivity requests and individual personal computer requests shall not be included in the instructional and research equipment request (specialized software for instruction and research will be considered). Each of the various Department/School/Center/Library/Academic Unit may submit up to 10 requests.

2. Requests that indicate that they are interdisciplinary (for instruction or research) must be requested by all affected Academic Affairs' Units (e.g., if a piece of equipment is stated as interdisciplinary, then it must appear on the priority list for all units involved).

3. The various Academic Affairs' Units A2E2 Instructional and Research Equipment Committee, which is comprised of equal numbers of faculty and students, will review their unit's requests. The A2E2 Instructional and Research Equipment Committee will advise the Dean on the funding priorities of the submitted requests.

4. The Dean recommends funding decisions based on a prioritized list of instructional and research equipment requests across their Academic Unit.

5. The Dean will forward their unit's final priority list, the Dean's funding recommendations, and all request forms to the Provost, where final allocations will occur.

6. An Academic Affairs Unit that is funded for a "big ticket" item or has received substantially larger allocations in one year may receive reduced funding the next year.

7. Partially funded and/or unfunded requests are expected to be resubmitted the next year and be so designated.

8. The various Academic Affairs' Units are encouraged to seek funding from external and other internal sources whenever possible.

9. The Dean's and Provost's Office will keep records of instructional and research equipment requests, justifications, and funding for five years.

10. The Chair/Director of each of the Departments/Schools/Centers/Library/Academic Units shall keep their faculty, teaching staff, and students aware of the funding priority list established by the Dean as they receive this information.

Guidelines for Academic Affairs Instructional and Research Equipment Requests

1. All instructional and research equipment requests will be submitted through the Chair/Director of the Department/School/Center/Library/Academic Unit.

2. Each request must be included on the ANNUAL EQUIPMENT REQUEST FORM (provided), and submitted electronically.

3. Each Department/School/Center/Library/Academic Unit must provide a summary page that identifies the Department/School/Center/Library/Academic Unit seeking funding, provides a list in decreasing priority of all items being requested, a definitive price for each item, and the total amount being sought by the Department/School/Center/Library/Academic Unit.

4. Items on the list should be clearly prioritized under the "Department/School/Center/Library/ Academic Unit" on the Annual Equipment Request Form.

5. **Items on the list <u>must</u> be clearly categorized in terms of their relation to priorities of the University, and indicated in the space provided on top of the REQUEST FORM. These are the categories:**

    Category 1: Replacement of broken, worn-out or stolen equipment.

    Category 2: Equipment's main purpose is for use in graduate program courses (when justified by student demand).

    Category 3: Equipment's main purpose is for use in upper-division major courses (when justified by student demand).

    Category 4: Equipment's main purpose is for use in lower-division major courses (when justified by student demand).

    Category 5: Equipment's main purpose is for use in non-major service courses (when justified by student demand).

    Category 6: Equipment's main purpose is for use in General Education courses (when justified by student demand).

    Category 7: Equipment to enhance faculty access to computing in support of instruction or research.

    Category 8: Equipment to provide access to new technology in the field.

    Category 9: Equipment to make possible the addition of new courses, specializations or other activities.

Note: A Department/School/Center/Library/Academic Unit may decide that an item in Category 2, for example, is of higher priority that one in Category 1, because some worn-out equipment may not need to be replaced as urgently as equipment needed to provide access to a course.

6. The justification of the equipment request should indicate for which course(s) or activity the equipment will be used, whether the course(s) is (are) General Education, service course, required for the major, lower or upper level. It is also required to indicate the number of students involved in the course(s) for which equipment is being requested. If the equipment is to be used for research, then the list of faculty that will be using the device should be listed.

7. The justification of the equipment request should briefly explain the instructional and/or research purpose(s) for which the equipment will be used **in language understood by all faculty.** This justification can be done on the REQUEST FORM or on additional pages as required. This justification is the primary means for determining funding.

8. Although not necessarily a part of the request, it is important that Departments/Schools/Centers/ Library/Academic Units explore other funding sources. If other internal or external funding has been sought for some items, this needs to be made clear.

9. Although not necessarily a part of the request, it is important that Departments/Schools/Centers/ Library/Academic Units take into consideration maintenance, repair, service and other responsibilities (e.g., training) associated with equipment.

10. It is imperative that Departments/Schools/Centers/Library/Academic Units ensure that individuals from other Departments/Schools/Centers/Library/Academic Unit are not adversely affected by magnetic fields, vibrations, noise and other disturbances associated with the operation of the equipment they request.

11. **No equipment request under $5,000 will be accepted.**

Timetable for Requests (FY 2015-16)

Departments, Schools, Centers, Library and other Academic Units prepare requests with budget. Budget for requested items must be actual costs (including tax and shipping) for each item. It will be the responsibility of the Department/School/Center/Library/Academic Unit to fund any unreasonable and unjustifiable cost overruns.

Departments/Schools/Centers/Library/Academic Units submit requests with established
Budgets to the Dean's Office by noon.   Friday, June 5, 2015

The Academic Affairs' Units A2E2 Instructional and Research Equipment Committee receive copies of
all requests by noon.   Friday October 2, 2015

The Academic Affairs' Units A2E2 Instructional and Research Equipment Committee provide Dean
input on requests by noon.   Friday, October 23, 2015

Dean informs Departments/Schools/Centers/Library/Academic Units of funding priorities by noon.
                                                                         Friday, November 6, 2015

Dean submits requests to Provost's Office by 5pm.   Friday, November 6, 2015

Provost informs Deans/AVPs of funding allocations.   Friday, November 20, 2015

Departments/Schools/Centers/Academic Units submit purchase orders (and
sole source documents, if necessary) to the Dean's Office by noon.   Friday, January 29, 2016