

## **WSU Faculty Requests to Purchase Non-Standard Computer Equipment**

Any Wright State University faculty member who believes that his or her technical requirements are not met by the university's recommended systems may submit a request to CaTS, using the "Faculty Request for a Non-Standard Computer Purchase" form and attaching any needed supporting documentation. Before sending the request to CaTS, the faculty member must submit the purchase form to his or department chair to obtain the dean's approval. CaTS will either approve the request or forward it to the Office of the Provost for consideration.

If a request for a non-standard purchase is approved by CaTS or by the Provost, CaTS will waive installation and support charges for this equipment. Compatibility issues will be the responsibility of the faculty member making the non-standard purchase. Likewise, post-warranty hardware support (e.g., costs of hardware repair after the warranty has expired) will be the responsibility of the faculty member's academic unit. Thus, the faculty member will be taking on a greater responsibility for managing and maintaining the equipment. All university IT and Security Policies will remain in force. The approved exception will be only for the specified equipment and should not be considered a blanket exception for any or all equipment used by the faculty member.

*Any purchase of equipment outside of the university recommended list will fall under the non-supported product guidelines unless explicitly given an exemption. An exemption can not be given after-the-fact of purchase.*

### **Request Form**

The included form should be filled out completely. If needed, please attach any supplemental information such as product specification sheets, price quotes, etc. It is up to the petitioner to provide all information required for a complete understanding of the faculty member's needs.

### **Do's and Don'ts**

This exemption process has been set up to meet the unique technical requirements of WSU faculty that may not be addressed by current university equipment standards. Exemptions are based on technical merit and how it relates to teaching, research, and/or service, not on personal preferences. Petitions should avoid arguments related to initial purchase price, personal opinions of one brand or supplier over another, or other non-technical issues such as design, packaging etc. *Specific adaptive or ergonomic requirements can also be detailed in the petition.*

### **Process Summary**

1. A faculty member completes the "Faculty Request" form, obtains the dean's approval through the department chair, and submits the form along with any needed supporting documentation to CaTS.
2. CaTS either (a) approves the request and processes the order, or (b) forwards the request to the Provost.
3. The Provost, or the Provost's designee, either (a) approves the request and sends it to CaTS for processing, or (b) denies the request. The decision of the Provost is final.

In October, 2007, AAUP-WSU and the administration signed a Memorandum of Understanding initiating a new, more faculty-friendly policy for the acquisition and support of non-standard computer equipment. The new policy is shown in this document.

# Faculty Request for a Non-Standard Computer Purchase

## REQUESTOR INFORMATION

Faculty member	
Department	
Phone	
Email Address	
Date Submitted	
Dean Approval (signature)	

### General Description of Requested Equipment

Please attach the following:

- product technical specification sheets
- price quote, including statement of warranty

### Technology Requirements

Include technical arguments why selected equipment is superior to university-supported models. What functionality or capabilities does requested equipment provide that recommended equipment does not?

Why is this additional functionality/capability needed for your teaching, research, or service?