Kent State University at Stark
Faculty & Grant Technology Protocols

The following protocols have been developed in an effort to better serve faculty technology requests. These have been developed by the Faculty Technology Committee (FTC) in consultation with the Dean's Office and Network Services, and approved by Faculty Council. The protocols include both short- and long-term use of technology.

Before requesting technology, faculty are strongly encouraged to consult with the campus Instructional Designer to help them determine what technology is best to meet their needs, what is available, and for tips to make their efforts a success.

Faculty Technology Request Protocols

Technology Request Workflow

Faculty with needs for technology beyond a standard desktop or laptop computer are asked to submit a technology request via a single web form, at the following link:

> https://kent.qualtrics.com/SE/?SID=SV_87X2bVkvLb1bOPW

This form adapts to the requester's entries, so faculty have a single point of access for requests rather than having to determine who should be contacted for different request types. When a request is submitted, the information will be routed to the appropriate recipient(s) depending on the nature of the request. The Instructional Designer has the ability to modify the form to reflect changes in policy or the availability of technology options without requiring faculty to go to different individuals every time changes are made.

Requests for New Technology

If a faculty request is for a new purchase or acquisition, it will be sent to the FTC for review. The committee is comprised of faculty members, a liaison from Network Services, and the Instructional Designer. The committee's primary focus is on the academic soundness of the request, with the Network Services liaison and Instructional Designer also providing insight into the request's technical and support feasibility (e.g., licensing, installation, training). After the committee has discussed the request, the committee chair will write a report for the Dean's Office that summarizes the committee's review and makes a recommendation regarding approval. Faculty should be aware that the committee chair may request additional information regarding a request before submitting the FTC's recommendation.

After a recommendation is received, the Dean of Academic Affairs will contact the faculty member, Network Services, Instructional Designer, and the chair of the FTC with a response. Network Services may contact the faculty member in order to provide ordering and/or installation confirmation.

Any requests for technology purchases exceeding $25,000 should be coordinated through Kent State's Procurement Department, rather than through the Faculty Technology Request workflow.

Requests for Existing Technology

If a requested technology (hardware or software) is standard and already approved for distribution (such as a cable or mouse), the appropriate department (Network Services, etc.) will be contacted via the web form and arrangements will be made for the item to be received.

Short-term Use of Library Technology

If there is an item available through the library that the faculty would like for short-term use (for a specific project, experimentation, etc.), it may be signed out from the library for a two-week (renewable) period. If the faculty would like to keep the item longer, or on a permanent basis, they should follow the long-term technology requests protocol described below. If the faculty member requests an item for short-term use that is not already part of the library inventory, they should submit a request to the FTC, who, with the help of Network Services and the Instructional Designer, will make a recommendation to the Dean of Academic Affairs regarding the request.

Long-term and Permanent Faculty Technology Requests

If the technology is not already available at the campus, the request will be routed via the web form to the FTC to be reviewed as a request for new technology. The request form will ask for details about the technology being requested, including how it would benefit the faculty, its estimated cost, and any necessary support it would require.

Computer Labs and Classroom Instructor Stations

If faculty need software (or other technology) on the lab computers and/or instructor stations by the start of a specific semester, it is important that Network Services has enough advance notice for ordering and/or installation. If the requested technology has already been approved for standard distribution, Network Services may still need to order additional licenses and install as needed.

In order to ensure a timely review of classroom/lab technology, faculty should make requests by the following dates (to be ready for the corresponding term):

Request Deadlines:
Summer Term: April 1
Fall Semester: July 1
Spring Semester: December 1

If the requested technology is more than $2500 or has complicated licensing, please allow for an additional two weeks processing time.

Grant Technology Protocol

In order to better service, maintain and inventory grant technology equipment, the Faculty Technology Committee, in consultation with the Dean's Office and Network Services, and approved by Faculty Council, have developed the following procedures to support grant technology needs.

When developing grant applications, faculty are requested to contact the Instructional Designer and Network Services to notify them of the technology faculty are interested in acquiring through these grants. The purpose of this is to allow faculty to be informed about any technological issues related to this request. Network Services may also want to discuss with faculty plans for updating, maintaining, and providing any additional software/hardware/setup for the technology.

If grants require unfunded software, further hardware, or extensive support from Network Services, faculty will need to submit a separate technology request form. Extensive support may include, for example, hardware/software maintenance beyond initial setup/installation, training for funded technology, or additional file storage or server space.

Be aware that all external grants require approval of the Stark Campus Dean. In order to allow adequate time for the Instructional Designer and Network Services to send their reports to the Dean, faculty are encouraged to submit information regarding required technology for external grants to the Instructional Designer and Network Service a minimum of 10 business days before their grant deadline.

Technology Inventory Processes

As a public institution, it is our responsibility to maintain an accurate record of all University-owned equipment. The following protocols have been developed by the Faculty Technology Committee in consultation with the Dean's Office and Network Services, and approved by Faculty Council, to outline responsibility for maintaining an inventory of technology items.

Faculty understand that any item that is issued to them may be inventoried. If a faculty member is assigned a non-stationary item (including laptops) that item will be assigned to their office and may be inventoried upon a two-week notification from the department that is processing the inventory.