Spears School Policy for the Use of Technology Fees to Acquire Hardware, Software, and/or Commercial Databases

The Spears School technology fee is available for the acquisition of hardware, software, and/or commercial databases that improve the learning environment and enhance educational excellence in the Spears School of Business.

To minimize the global impact of the problems routinely associated with work on the Spears School lab file servers and/or lab desktop systems, software databases will generally be loaded on the lab file servers and/or lab desktop systems before the start of Summer, Fall and Spring semesters. Applications that do not affect the Spears School lab file server and/or lab desktop systems may be made available for use when approved.

New hardware, software, databases and new versions of existing software/databases will only be approved tentatively pending administrative evaluation of the impact of such a change on the IT system, faculty and/or other constituents. Software to be installed in the lab must be licensed for, and installed on, all lab, lectern and checkout (laptop) systems. Installation and maintenance of different software loads on different lab/lectern or notebook systems will not be accommodated (other than specific software for use in the trading floor lab).

Requests for technology fee money for the acquisition of hardware, software and/or commercial databases for continuing faculty must be received by the chairman of the Student Technology Fee Committee by March 15. New faculty may make requests for student technology fee money by October 1. All requests must be submitted electronically on the attached Spears School software/database request form. The Student Technology Fee Committee will meet as soon as feasible after these dates to consider the requests received.

SOFTWARE/DATABASE PROPOSAL FORM

Proposal submitted by: _____

Software name: _____

Explain what the software/database does and how it will impact its users: _____

_____

_____

_____

Is the product currently available elsewhere in the University? _____ Yes   _____ No

If yes, provide specifics. _____

_____

Is there a similar product, in terms of functionality, available elsewhere in the University?

_____ Yes   _____ No

If no, then provide known vendor information. _____

_____

If yes, explain why the requested product is "better." _____

_____

Intended users: _____

Intended use: _____ Teaching   _____ Research   _____ Both

Estimate number of people affected:

Faculty	0-5	6-10	11-15	16-20	20+
Staff	0-5	6-10	11-15	16-20	20+
Students	0-10	11-20	21-49	50-99	100+

Cost of the product

Initial cost: _____

Annual maintenance: _____

Percent covered by CBA: _____

Percent covered by others: _____   Specify: _____

Departmental recommendation: _____ Yes   _____ No

If more space is required, please attach additional pages.