Kent State University at Stark
Faculty Technology Request 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 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.

Process Overview
Faculty with needs for technology beyond a standard desktop or laptop computer are asked to submit a technology request via a single web form. This form will incorporate “branching” so that a request is sent to the appropriate individual(s) as outlined below. Faculty have a single point of entry for requests and the web interface is used to route these requests to the appropriate individual(s) rather than leaving it up to faculty to figure out who they need to contact. This process is not an effort to stop faculty from requesting standard items directly from the appropriate places; the form has been created to guide faculty to the correct place if they do not know where to go. The form can be modified to reflect changes in the locations of particular items and/or changes in policy without requiring faculty to go to different individuals every time changes are made.

Before requesting technology, faculty are strongly encouraged to consult with the campus Educational Technology 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.

Requests for standard items and software which have already been approved for distribution will be handled by the appropriate department.

Requests for new purchases will go through the Faculty Technology Committee. The Faculty Technology Committee’s focus is on the academic soundness of the request, while the Network Services liaison and Educational Technology Designer will look at the technical, licensing, and training/support aspects. The Faculty Technology Committee Chair will summarize the discussion of the committee members, Network Services, and the Educational Designer and give the recommendation of the committee to the Dean’s Office. Faculty should be aware that the committee chair may contact the faculty member for more information regarding their request before submitting the Faculty Technology Committee’s recommendation.

The Stark Campus Faculty Technology Request Form is located here: https://kent.qualtrics.com/SE/?SID=SV_87X2bVkvLb1bOPW.
Computer Labs and Classroom Instructor Stations

If faculty need software on the lab computers and/or instructor stations for a specific semester, it is important that these requests be made no later than the dates listed below so that Network Service will have time to order and install this software. If the software you are requesting is more than $2500 or has complicated licensing, please allow for an additional 2 weeks processing time.

April 1 for the summer

July 15 for fall semester

December 1 for the spring semester

If the software requested is already approved as standard distribution, Network Services will order additional licenses if needed and install the software.

Any non-standard request will go to the Faculty Technology Committee, the Network Services liaison and the Educational Technology Designer. The Faculty Technology Committee Chair will summarize the discussion of the committee members, Network Services, and the Educational Designer and give the recommendation of the committee to the Dean's Office. Once the recommendation is received, the Associate Dean of Academic Affairs will contact the faculty member, Network Services, Educational Technology Designer, and the chair of the Faculty Technology Committee with a response. Network Services may contact the faculty member regarding installation of any required software. This item will normally be ordered by Network Services, who will inform the faculty member when the order is placed and an anticipated date of delivery.

Short-term Use and Experimentation with Technology

If faculty would like an item for short-term use (specific project, experimentation, etc.), faculty may sign out the item through the library for a 2-week (renewable) trial period. If the faculty would like to keep the item longer, or on a permanent basis, please follow the long-term technology requests protocol described below. If the faculty member requests an item for short-term use which is not part of the library inventory, the faculty member may submit a request to the Faculty Technology Committee, who, with the help of Network Services and the Technology Designer, will make a recommendation to the Associate Dean of Academic Affairs regarding the request.

Long-term and Permanent Faculty Technology Request Protocol

If the item requested is standard and approved for distribution (such as a cable, mouse, etc.), the appropriate department (Network Services, etc.) will be contacted via the web form and arrangements will be made for the item to be picked up.
If the item is not already available but is available through the bookstore, faculty will be asked to submit a request via the web form to the Associate Dean of Academic Affairs asking for approval to charge the item to the faculty member’s department. Once approved, the faculty member will bring that approval to the bookstore to obtain the item.


For items not available on campus, a request will be sent via the web form to the Faculty Technology Committee for consideration. After deliberation and getting feedback from Network Services and the Educational Technology Designer, this committee will send a summary and recommendation to the Associate Dean of Academic Affairs. Once the recommendation is received, the Associate Dean of Academic Affairs will contact the faculty member, Network Services, the Educational Technology Designer, and the chair of the Faculty Technology Committee with a response. Network Services will contact the faculty member regarding how the item will be ordered and when it can be expected.
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 Educational Technology 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 Educational Technology 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 Educational Technology 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.