

Adopted by the Coordinating Committee on March 27, 2017

General Qualifications

The department will provide a laptop computer to all professional-track faculty at the rank of lecturer, senior lecturer, or principal lecturer after they have completed two regular (fall/spring) semesters of teaching.

Allocation

Laptop computers will be available for pickup by faculty for a period beginning two weeks before and closing two weeks after the start date for each fall and spring semester.

Lecturers will receive a laptop from the department's rotating stock of equipment. Distribution will be determined by seniority -- the sum of the number of semesters a lecturer has taught in-rank for the department. We will make every effort to satisfy each faculty member's specific IT preferences, however, the department is somewhat constrained by the availability of equipment. Priority consideration will be given to those submissions received by May 31 for fall and November 1 for spring.

Senior Lecturers and Principal Lecturers (including those promoted/appointed to rank by May 31) may select a laptop from the list of standard faculty and staff configurations. The selection process will take place in late spring of the calendar year.

Equipment and Maintenance

Faculty may retain equipment while teaching for the English department while it is serviceable (e.g. faculty may retain their laptop over the summer and at the end of each semester).

The English department is committed to maintaining high-quality state-owned equipment. In exchange for ongoing hardware and software support, we strongly encourage faculty to bring in their laptop for routine maintenance, ideally once a semester.