



Levin College of Law
Dean's Office

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Policy Regarding the Purchase of Technological Devices for Faculty and Staff Use

The Levin College of Law strives to meet the technological needs of our entire faculty and staff with the most current and reliable devices on the market. It is acknowledged that differences in teaching methodology, location of workspace, or personal preferences may cause those needs to vary. We also must be mindful of the College's budgetary constraints, which make it impossible to provide faculty and staff with all devices that might be found useful. In light of those different preferences and constraints, the following policy is being implemented effective immediately. Comments and suggestions are invited and may be incorporated into future revisions of this policy.

1. The College will purchase a maximum of two devices for faculty and professional staff every four years.
2. The Technology Services Department maintains the list of approved devices (PCs, laptops, and tablets) that can be chosen ("the List"). The List will be periodically updated as necessary. **All technological devices provided to faculty and staff must be purchased by Technology Services.**
3. Each faculty member will be provided the first \$850 to purchase such devices from central College funding. Any additional amount needed to purchase from the List a device costing more than \$850 and/or any secondary device will be drawn from that faculty member's Professional Development Account ("PDA") funding.
4. Secondary devices for professional staff must be justified with a business purpose and will be charged to the department's budget.
5. If a faculty member has other discretionary funding (returned indirect cost funding, residual funding from grants, FEOs, Faculty Excellence awards, etc.), such funding can be used for additional approved devices from the List, provided there is research or teaching justification for the additional device.
6. The purchase of apps for tablets will not be reimbursed by the College unless pre-approved; approval will be granted if an adequate academic or professional purpose justifying the purchase is provided.
7. Smart phones are not considered technological devices for purposes of this policy and are not purchased for faculty or staff. Also, the College will not fund the purchase of apps for a smart phone.
8. College-purchased technological devices, regardless of the funding source (central College budget, PDAs, residuals, etc.), are University of Florida property and as such are subject to Information Technology security policies. The location of the devices must also be reported annually to the Asset Management Department. Devices must be returned to the College whenever they are replaced. Also, upon a faculty or staff member's retirement or resignation, the devices must be returned to the College (except that retired or emeritus faculty retaining a work relationship with the College will have access to devices under the terms of the policies pertaining to retired and emeritus faculty). When devices are returned to the College, any software or upgrades purchased personally by the faculty or staff member for the device which cannot be separated or removed from the device become part of the property that must be returned to the College.

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