

Standard Operating Procedure for Software Purchased with Technology Access Fees

I. Background and Purpose

The objective of this standard operating procedure is to establish the most effective means for purchase, distribution, and use of software purchased with University of Memphis Technology Access Fees (TAF). This procedure is meant to establish parameters of responsibility and realistic expectations for the Information Technology Division (ITD), Local Support Providers (LSP), and all end-users of TAF software.

II. Purchase of TAF Software

The purchase of TAF software is restricted by guidelines established by the Tennessee Board of Regents (TBR). As stated in the TBR guidelines, any software purchased with the TAF fund must directly benefit students.

Review process for new TAF software purchase requests:

1. Faculty submit a TAF software request to their department head / College Dean.
2. The College Dean submits the request to the Chair of the Dean's TAF Software Sub-Committee.
3. The Dean's TAF Committee approves or rejects the requests.
4. The Dean's TAF Software Committee chair submits the approved requests to ITD.
5. ITD purchases the software.

During this review process, each level reviews the request for compliance with the TBR TAF guidelines before submitting it to the next review level. A department head or College Dean, the Dean's TAF Software Sub-Committee chair, or ITD may request written justification citing how the software will directly benefit students.

Requests for software purchases that do not directly benefit students will be denied.

III. Distribution of TAF Software

Whenever possible, TAF software will be sequenced by ITD through SoftGrid (App-V).

TAF software is not distributed by ITD via CDs or other portable media.

In the event that a software application cannot be sequenced, ITD will determine an alternate method of distribution for isolated instances.

Faculty and staff are prohibited from copying or distributing TAF software.

IV. Use of TAF Software

In order to use TAF software

1. Machine must be in Active Directory
2. SoftGrid (App-V) client must be installed

TAF software should only be used by faculty and staff to directly benefit students. Any other use of TAF software is prohibited.

All TAF supported labs will have a base image installed that is maintained by ITD. This image is created and made available by ITD prior to the beginning of each fall semester.

FAQ

How does a faculty member request a new TAF software purchase?

Faculty are welcome to make recommendations to their department head at any time during the year for the purchase of new TAF software.

The TBR guidelines for TAF expenditures state that the purchase must “directly benefit students.” Who determines whether or not the software I requested fits this rule?

TAF software requests are reviewed at three levels

1. Department / College
2. Dean’s TAF Committee
3. Information Technology Division

At any time during the review, one or more of these levels may require written justification citing how the software will directly benefit students. Without adequate justification, the purchase may be denied. Your department head, Dean, TAF Committee, and ITD must all agree that the software purchase meets guidelines established by the Tennessee Board of Regents. As a best practice, you and your department head may want to prepare a justification statement prior to making any new software requests.

I don’t want to use Active Directory or SoftGrid (App-V). Why can’t I pick up an installation CD for the TAF software I need?

There are two reasons that TAF software is not distributed via CDs or other portable media:

1. Compliance with TBR TAF Guidelines and Software Licensing Contracts

The University of Memphis Office of Legal Counsel, Internal Audit, and ITD are responsible for proving compliance with TBR guidelines for TAF software purchase and software licensing laws. In both of these instances, distributing software via CDs or other portable media compromises the University’s ability to verify that all TAF software is purchased, distributed, and used in an appropriate and legal manner.

2. Cost Effectiveness

The Dean’s TAF Committee in conjunction with ITD is charged with managing the TAF budget and overseeing TAF expenditures each year. After researching various purchasing, distribution, and usage scenarios, it was determined that distributing TAF software to faculty and staff through a centrally managed source is the best way to maximize the TAF fund.

What is the difference between TAF software and departmental software?

TAF software purchases are restricted by TBR guidelines and must directly benefit students.

Purchasing, license compliance, maintenance, and support of TAF software are handled by ITD. Departmental software purchases can be used for faculty research or other administrative purposes according to the discretion of the department head.

Purchasing, license compliance, maintenance, and support of departmental software are handled by the department's LSP.

Can I make copies of TAF software from the students in my class?

No. Software distribution must be approved and tracked through the University of Memphis Division of Information Technology. Faculty and staff are prohibited from copying or distributing TAF software.