



Policy Title: IT6001 - TAF Computers, Subsequent Use of

Subject Area: Information Technology

Responsible Official(s): Chief Information Officer

Responsible Office(s): Information Technology Services

Policy Statement

Computers purchased with Technology Access Fee (TAF) funds for use in student computer laboratories are to be made available to faculty, to non-TAF student labs and to other constructive instructional purposes after their use in TAF labs.

Definitions

TAF (Technology Access Fund) - A fee paid each semester by enrolled students, part of which includes provision of instructional technology.

TAF Lab - Any laboratory or facility functioning as a laboratory, the equipment of which has been purchased with TAF funds.

TAF Computer - Any computer purchased with TAF funds, identified by a University of Memphis property tag and a TAF sticker.

LSP (Local Technical Support Provider) - An IT professional who delivers support to a college or administrative unit.

Procedures

Placement and Tracking

Each year, the Deans authorize or recommend the purchase of computers for new TAF labs or for replacement of older TAF computers. Most TAF computers are replaced on a four-year cycle. Information Technology Services (ITS) will assign ownership to the colleges or units for which the new equipment was purchased and will give the requisite forms to the Accounting

Office. During one of their regularly scheduled meetings, or other times as requested, the Deans will provide to the Chief Information Officer, or designee, a list of faculty names and unit locations for possible assignment of the used TAF machines. All requisite forms for assigning ownership of the used computers will be given to the Accounting Office by the unit holding ownership at the time of transfer. The subsequent use and tracking of these assigned TAF computers will be managed by the responsible official, or designee, by using the University's system of inventory control.

When TAF computers are replaced in TAF labs, the older computers are to be assigned according to the following scheme on a priority basis as determined by the Deans:

1. full-time faculty or non-TAF student computer labs;
2. teaching assistants & research assistants; or
3. adjunct faculty with campus offices.

If these priorities have been satisfied, the computers may be subsequently assigned to staff members with priority given to those who provide instructional support. ITS will maintain, with the help of the colleges, a central database of all TAF computers and related equipment.

TAF pays for maintenance of equipment and some consumable supplies for TAF labs and classrooms. After ownership of TAF equipment is transferred to a non-TAF facility, funds for maintenance of computers and printers and consumable supplies become the responsibility of the unit receiving the recycled TAF equipment.

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