

TO: Executive Committee

FROM: Craig K. Svensson
Dean

SUBJECT: Electronic Devices and Services

DATE: February 21, 2008



As you are aware, the University initiated a new Electronic Devices and Services Policy on January 1, 2008. This memo is to articulate the College guidelines and processes for implementation of this policy.

Patty Oswalt, Director of Financial Affairs for the College, will provide all unit Heads with a list of faculty and staff who currently hold University-owned devices. Each Head will determine if the individual's University job-related duties continue to require the regular use of a mobile device (cell phone, blackberry, etc). If not, it is expected that the individual will return the University device and the service plan will be terminated within 30 days. If continued access to such a device is required and you are willing to support such use through funds under your control, the individual will need to transition to a privately-owned device and plan within the next 3 months. To accomplish this, we will employ the following procedure:

1. Unit Head will determine level of support for each faculty member and submit to Patty Oswalt.
2. Patty Oswalt will provide appropriate University form for each faculty member whose device is to be supported.
3. Faculty member will submit completed form to Head for approval.
4. Approved forms will be submitted to Patty Oswalt for processing.
5. Heads will annually be provided for review and approval a listing of faculty who receive stipends to support electronic devices.

cc: Patty Oswalt