



Academic Affairs Administrative Handbook

Instructional Equipment Policy

Equipment approved for purchase by the Provost/Vice Chancellor for Academic Affairs for the instructional setting will be inventoried and maintained through the Center for Instructional Services. Requests and approvals for purchases will come to deans through department chairpersons and faculty. Equipment housed permanently in an academic building will be available for all classes taught in the building. Scheduling of the equipment will be handled by the department that initially requested the purchase of the equipment, and requests will be granted on a first-come/first-served basis. Individuals who use equipment in the instructional setting are expected to be trained adequately and are responsible for contacting the Center for Instructional Services to obtain this training. The instructor is responsible for the safeguarding of the equipment, and his/her department may be held financially responsible if equipment is damaged.

Approved by Deans 6-28-00