

Equipment Committee

Chair: Chair is appointed by the departmental chair and confirmed by the committee

Purpose: To advise the department on major equipment (cost > \$500) needs and priorities

Committee Description:

Faculty Membership Requirements

- Must be full-time faculty
- Can be tenure or non-tenure track
- Committee should be comprised of 8-10 members, two of which should be the departmental chair and the departmental laboratory manager

Service Limits

- New committee members must serve a 3 year term (staggered) with the start of Fall semester
- Consecutive terms are permitted, however the terms should be staggered so that when someone rotates off, a new committee member is serving with several experienced faculty

Policies:

- IV. Reviews and recommends major equipment needs for faculty members
- V. Prioritizes lists of equipment requests (both teaching and research) by individual faculty
- VI. Recommends (as needed, but no less than once/year) a combined and prioritized equipment list to the department for discussion and approval prior to purchase
- VII. Reviews and approves of emergency major equipment purchases at the chair's behest
- VIII. Reviews and approves of minor equipment purchases at the chair's behest
- IX. Reviews and approves of any non-contract equipment repair (cost > \$200) at the chair's behest\
- X. Reviews and recommends service contracts on major equipment
- XI. Lists and disposes through the State Surplus Property office used equipment no longer needed.