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MEMORANDUM

To: Equipment and Network Committee

From: David A. Gaitros
Associate Chair, Department of Computer Science

Date: September 10, 2003

Re: Proposed Department Policy on Equipment Usage and Responsibilities

The following is proposed:

Motivation: Within recent years the Department of Computer Science at Florida State University has increased in the number of personnel and students as well as in the quantity and quality of research being conducted by the research faculty. This situation, while desirable, has placed a strain on the resources allocated to the department by the College of Arts and Science and the University. Even when equipment and space is provided to support either teaching or research initiatives, there is still the need for additional staff support.

The department recognizes two very important needs (1) The need of the department to maintain accountability for equipment and resources to the University and (2) The need of the faculty to conduct research in a free and unencumbered manner (to the extent possible).   On the surface, these two requirements may seem to be mutually exclusive. Faculty conducting research must feel free to explore situations and environments that have not been tested sufficiently to entrust connection to a production environment. On the other hand, the University requires that resources used by the faculty and under control of the System Administration shop be tightly controlled to prevent theft, maintain accountability to the State of Florida, and to prevent abuse.

The following policies are proposed for discussion and vote to the Department Equipment and Network Committee:

Normal Support Personnel: The Department of Computer Science shall maintain a cadre of personnel for the expressed purpose of supporting the general CS Department population of students, faculty, and staff. The size of this office shall be determined to be

of sufficient size and capability to support normal day-to-day operations, class room environments, and staff needs. Support personnel and equipment may be made available to faculty and students conducting research at the discretion of the Chair on a case by case basis provided such allocation of materials does not impact normal operations. All equipment and materials shall be used in accordance with University and Department Policies. There will be no exception to this policy permitted other than those described in this document.

Research Support Personnel: Research Faculty who wish to increase the scope of their research and obtain a certain amount of autonomy may, with the permission and space allocation of the Chair, develop their own laboratories. The laboratories and all equipment contained in these laboratories shall fall under the responsibility and operational control of the research faculty for which they are allocated. Since control of these laboratories fall outside the control of the day-to-day operations of the Department, Computer Operations shall not be responsible for inventory, accounting, or configuration.

The Research Faculty may, at their discretion and in conjunction with the Director of the Systems Group, use their funds to hire a part-time/full-time employee as their liaison and advocate within the Systems Group. Although technically, this person shall work under the supervision of the Systems Group, it will be understood that this particular person has priority to service the research group for which they were hired. This person shall also be responsible for conducting routine inventory and accounting for this research facility as required by the University. The research group shall have the privilege of contacting their advocate directly for service without the need to contact the Systems Group Help Desk. Resources used to support the Research Group must come from their own funds or be allocated by the Chair of the Department.

Research Advocates may be used to support Department requirements if and only if they are available to do so. There will be no exception to this policy permitted other than those described in this document.

Resources Allocation: The Chair, at his/her discretion, will have the authority to allocate department resources normally used for support of day-to-day operations and class rooms to research faculty for the expressed purpose of conducting research. At the time of the allocation, the research faculty shall accept responsibility for inventory, accounting, and configuration of this equipment. Resources within the Systems Group (even if available) shall not be authorized to support allocated research resources unless a Research Advocate is hired through research funding. There will be no exception to this policy permitted other than those described in this document.

Management of Research Resources: Resources purchased or obtained by Research Faculty shall be the sole responsibility of the faculty for the purposes of inventory, accounting, and configuration. Should a faculty have insufficient resources or expertise to perform these duties, the equipment can be turned over to the Systems Group for inventory, accounting, and configuration but the research faculty must adhere to the policies and procedures of the department concerning equipment movement, configuration, and accountability.