SON OP: 61.005 Equipment Assignment and Temporary Check-Out/In Procedures for School of Nursing Faculty and Staff.

PURPOSE: The purpose of this policy is to provide procedures for assigned equipment and for temporary checkout. This policy will provide guidelines for staff and faculty upon hire and upon separation from employment.

REVIEW: The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

1.0 Policy

Computer equipment and software are assets of the TTUHSC School of Nursing and should be safeguarded and used only for school related purposes. The TTUHSC School of Nursing must properly identify, safeguard, inventory, and manage the distribution of equipment. The procedures put forth in this policy will support the required quality control and management of all ET equipment.

2.0 Procedure

1. It is the responsibility of the staff and faculty to use the equipment responsibly and appropriately. The individual to whom equipment is assigned or checked out to is responsible for any damage due to negligence.

   All equipment should be kept in a secure location and should not be loaned out to others for the duration of the check-out period. All SON computers may have a 3rd party tracking application to locate in the event of loss or theft.

2. TTUHSC School of Nursing assumes no responsibility for loss or damage to borrower’s personal property or data through the use of TTUHSC SON equipment.

3. It is the responsibility of staff/faculty to backup copies of all files that may be needed prior to returning equipment. Returned equipment is often re-imaged; therefore all personal files left on the equipment will be deleted.

4. Equipment failure that results from accidents and normal wear and tear is not considered to be the responsibility of the individual.

5. Staff/faculty should immediately report any equipment problems to their assigned TTUHSC SON technology support personnel.
SOFTWARE

Special software needs are contingent upon licensing, availability, and hardware requirements. Special software requests must be submitted one week in advance of the expected date of need. Supervisor approval may be required.

ASSIGNMENT AND CHECK-OUT OF EQUIPMENT

1. Equipment assigned for long-term use will be listed on a SON Inventory database: http://nursing.ttuhs.edu/inventory/form.pdf. The database form is updated as equipment is added and/or removed. A printed and signed copy will be added to the inventory system. All inventory forms for assigned equipment are renewed yearly or at the time equipment is exchanged.

2. The length of the check-out period for equipment will be established at the time of check-out. Normal checkout for temporary equipment is for two days, but may be extended depending on circumstances. Supervisor approval may be required for extended check-out times.

3. All staff/faculty must notify SON technology staff to properly checkout equipment (laptops, computers, projectors, etc.).

4. The equipment will be shown to the staff/faculty to be in good working order upon checkout.

5. SON staff and faculty must abide by TTUHSC Information Technology Operating Policies: http://www.ttuhsc.edu/it/admin/policy/. In addition, equipment use is subject to TTUHSC Property Inventory requirements.

RETURN OF EQUIPMENT

1. All equipment must be returned directly to their assigned inventory personnel. (Contact SON technology staff for assigned person.) Equipment should be returned to the site from which it was checked out.

2. If equipment is NOT returned in its entirety, the staff/faculty who was responsible for the equipment may be charged for the full replacement cost of the equipment.

3. If an item is declared lost or stolen, the matter will be turned over to the TTU Campus Police. A police report will be attached to the yearly Equipment/Property Inventory for any item which is listed as lost or stolen.

Established: JF 2011
Approved by: Deans Council 2011
Revised 10/2014
Reviewed/Editorial Changes JF 01/27/17