



THE UNIVERSITY OF GEORGIA

Franklin College of Arts and Sciences

Off-Campus Inventoried Equipment Policy

Objective and Introduction

This document codifies Franklin College's policy on state-owned, inventoried equipment used off campus by faculty, staff, or students. All Franklin College units are within the scope of this policy.

Policy Abstract

Franklin College developed this policy to define and communicate appropriate use of state-owned, inventoried equipment used off campus by faculty, staff, or students. The policy will help ensure that Board of Regents and University procedures are followed and understood. Inventoried equipment includes all inventoried items with a total purchase price of \$500 or more.

Policy

UGA Procedures: All state-owned, inventoried equipment must be tagged by Property Control prior to off-campus use. Personnel within Franklin units will document the use of off-campus equipment by completing the University's authorization form; a link to the form is available in the *supporting information* section of this document. The authorization form initiates insurance coverage for equipment used off campus; departments will need to cover these fees. Each unit will identify an administrative professional who will maintain the authorization forms and coordinate the annual renewal process. Departments with a very large pool of off-campus equipment should contact Risk Management to initiate en masse coverage for the items; the current contact is Judy Baxter, jbaxter@uga.edu. The *supporting information* section contains a link to the UGA Risk Management web site.

When faculty, staff, or students need to use state-owned, inventoried equipment for University purposes on a short-term basis, departments desiring to offer this service may provide an equipment pool. If departments use the pool model, the department may be listed as the 'Individual Requesting Authorization' on the authorization form rather than an individual. When possible, departments are encouraged to use a pool of checkout equipment rather than making long-term assignments to specific individuals; using a pool will help support professionals maintain the equipment. Pools may be assigned to a sub-group within the department such as a lab or program.

Approval Criteria: In an effort to be consistent and streamline form processing, the College defined the following approval criteria for off-campus equipment.

Requests from faculty and emeritus faculty will be approved if at least one of the following criteria is met:

- 1) Engagement in scheduled teaching during the current academic year or active involvement in graduate committees or advisement if multiple students are served.
- 2) Participation in sponsored research or research proposal.
- 3) Current involvement in public service and outreach activities such as the Archway Partnership.
- 4) Current service in an administrative role such as dean, department head, or director.

When possible the UGA FAR (Faculty Activity Repository) will serve as the source of data to confirm current activities. The web address for the system is <http://far.uga.edu/>. Requests that do not meet any of these criteria will be considered on a case by case basis; please provide a detailed justification.

Requests from staff will be approved when the job description requires working remotely or regular travel.

State-owned, inventoried equipment may be assigned to individual students via the authorization form if they are employed by the University; students that are not employees require a sponsoring faculty member. Include the name and signature of the sponsor on the authorization form under 'Individual Requesting Authorization.'

Appropriate Use: Department/unit heads will help ensure appropriate use of off-campus equipment by their faculty, staff, and students by advocating compliance with policy and encouraging defensible uses of off-campus equipment; heads will correct misuse when discovered. As per Board of Regents policy, state-owned equipment located off campus must be used for University purposes only. The *supporting information* section contains a link to the Board of Regents Policy Manual; see section 711.09. Off-campus equipment may not be used by family members or friends. A faculty or staff member may authorize a professional colleague to use state-owned equipment if supervised. For example, a faculty or staff member may authorize a professional colleague to use state-owned equipment at a conference or symposium while supervised if such use constitutes professional courtesy.

The College will comply with Board of Regents Policy on emeritus faculty and off-campus equipment; see additional details in the *supporting information* section. Appropriate use requirements apply to all users of off-campus equipment. Units within the College may not provide laptops or other items to faculty, staff members, or students as entitlements, gifts, etc.

Quantity Limits: The term, assignment, refers to the individual or entity listed on the off-campus equipment authorization form. There are no limitations on the number or type of devices that may be assigned to a faculty or staff member for the duration of a field school or field research project as long as the devices are used for University purposes. When applicable, indicate student use of field equipment on the authorization form under 'Use to be Made of Property.' If the item will be used by a specific student rather than a class, include the student's name on the form.

Up to 3 inventoried, information technology (IT) devices (computer, printer, scanner, projector, etc.) may be assigned to a specific faculty or staff member for individual off-campus use; if additional inventoried IT devices are needed for individual use, they may be checked out from a departmental pool.

Off-campus Devices and Sensitive Data: If sensitive data must be stored on off-campus devices, develop a process with your IT (information technology) professional to ensure that sensitive data are protected. The *supporting information* section contains a link to a list of potentially sensitive data items.

Franklin College strongly recommends using Absolute Track software on off-campus laptops that attach to the Internet and contain sensitive data; see the *supporting information* section of this document for additional details about sensitive data and Absolute Track. The current cost of Absolute Track is \$12 per device per year. The *supporting information* section of this document contains a link to an Absolute Track order form customized for Franklin College.

Laptops and other portable IT devices used off campus must be returned to campus for maintenance and updates prior to the annual renewal process.

Enforcement: Individuals found to be in violation of this policy may lose eligibility to use state-owned equipment off campus. If negligence results in theft or sensitive data exposure, the faculty member, staff member, or student may be responsible for equipment replacement or reimbursement of legal fees at the discretion of the Dean and Legal Affairs.

Supporting Information

Authorization for Use of University of Georgia Property at Non-UGA

Locations:

http://www.busfin.uga.edu/forms/property_use.pdf

Board of Regents Policy Manual:

<http://www.usg.edu/regents/policymanual/policyman.pdf>

Board of Regents Policy on Off-campus Equipment and Emeritus Faculty:

The Board of Regents has approved the use of state-owned equipment for Emeritus faculty. The following must accompany the off-campus

use request:

1. A copy of the letter from the President or the Board of Regents that approves Emeritus status for the individual requesting off-campus use.
2. A letter from the department head requesting the off-campus use and stating the reason for this request (listing the work the individual is currently performing for UGA).
3. The standard form that is required for currently employed individuals would also be required. On the form where budget position number and title are to be filled in the department should type 'see attached documents.' Renewal would be required on annual basis just as it is for individuals currently employed.

It will be the department's responsibility to inform the user that the items are the property of the state and must be returned to the department when they are no longer needed or when they quit working. The items should not be disposed of in any manner. State owned property, whether inventoried or not, cannot be 'gifted' as compensation for work performed or as a 'retirement' gift.

Franklin College Absolute Track Order Form:

http://franklin.uga.edu/fac_staff/oit/forms/Franklin_College_Computrace_Order_Form.xls

UGA Absolute Track Information:

<http://www.infosec.uga.edu/sate/absolute.php>

UGA Risk Management:

<http://www.busfin.uga.edu/administrative/allrisk.html>

Sensitive Data:

http://www.infosec.uga.edu/sate/ssdi/potentially_sensitive_information.php

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