Dornsife Faculty Computer Support Program: Tenure/Tenure Track

**Eligibility:** Full-time Tenure/Tenure Track faculty who are continuing from last year with a 3.25 merit rating or better, have less than $5,000 in extramural funding (excluding Chair and Provost funds) and who have not received a USC-purchased or department-provided computer in the last (3) three years and have a need for one for their teaching activities.

**Step 1: Faculty member submits request for computer to Dornsife Faculty Affairs**
The faculty member sends a message to farequests@dornsife.usc.edu to request a new computer to support their teaching efforts. The faculty member should provide the following information:

- Subject Line: *Dornsife Teaching Computer Support Program*
- Name;
- Primary department and title;
- Indicate that the computer is needed to support teaching efforts;
- Certify that you have not received a university or department computer in the last three academic years.

**Step 2: Dornsife Faculty Affairs processes request**
Dornsife Faculty Affairs will process this request (which requires 3-5 business days) and inform the faculty member that the request was approved or denied. Approved requests advance to Step 3. Per University policy, assets purchased with university funds remain the property of the university and are recorded in the Employee Inventory Form.

**Step 3: Faculty member contacts Dornsife Technology Services (DTS) to select laptop and submit order request**
The faculty member sends a message to itpurchasing@dornsife.usc.edu to advance their computer request. The faculty member should provide the following information to DTS:

- Approval email from Dornsife Faculty Affairs with faculty name and email address;
- The make and model of the machine they would like to acquire.

Requests are expected to be in the neighborhood $500 - $2,300 with an explanation required for larger amounts, in **no instance to exceed $2,500**. DTS is happy to offer consultation services to identify a machine suitable for the needs of the faculty member. Please see DTS’s recommended standard laptops here: [http://dornsife.usc.edu/computer-purchasing-recommendations/](http://dornsife.usc.edu/computer-purchasing-recommendations/).

**Step 4: DTS orders, processes, encrypts and distributes machine to faculty member**
DTS will handle ordering, receiving, inventorying, and encrypting (applied to all mobile devices) the machine. Once the machine is ready, DTS will contact the faculty member to exchange the machine. DTS requires two weeks processing time for acquisition and processing; special cases or items out of stock may take longer.

*Funds are not guaranteed for any period of time, and this grant program may be changed or discontinued at any time at the discretion of the Dornsife Dean.*