Policies and Procedures for the acquisition of lab / classroom software purchased either through Information Technology or via faculty member’s college or department

A. Purpose and Objectives

The purpose of the Software Advisory Board (SAB) is to evaluate and act upon faculty requests for curriculum-related software for microcomputers and other academic systems (e.g. Unix).

- The Board will review all requests that have been authorized by department Chairpersons and Deans to ensure that the requests are consistent with the academic needs of students and faculty. Hardware and operating system requirements will be an important consideration in determining the outcome of the request.

The objectives of SAB are to:

- Advise faculty members requesting software
- Recommend solutions based on planned software usage
- Standardize software to eliminate duplication and improve support
- Ensure compliance with licensing requirements
- Validate that the requested software is compatible with existing hardware and operating systems

B. Policies

All faculty members are encouraged to submit requests to SAB for software to be used in the microcomputer classrooms, microcomputer labs and computer podium classrooms. SAB will facilitate the acquisition of such software consistent with the above objectives. In the event that additional information is required, faculty members will be invited to confer with the Software Advisory Board. Please allow adequate time for installation and testing. All software installation requests should be submitted by Feb 1 for the Summer semester(s), March 1 for the Fall semester, and October 1 for the Spring semester.

Discipline specific software titles will be funded by the requesting department / college.

The requesting faculty member is responsible for testing and creating the initial help sheets (documentation) for the software package(s). Please
provide the IT Academic Software Group with a completed test plan upon making your initial request. If a plan is not available, please consult with the IT Software Group to develop appropriate testing procedures during the initial software installation phase.

All software licenses / end user agreements / contracts must be reviewed by the St. John’s Office of General Counsel. This is to ensure that the university is in compliance with any software, including "free" software, license agreements.

C. Acquisition Procedures

A faculty member requesting curriculum-related software will submit the Software Requisition Form (SAB-C) to the appropriate Chair and Dean for approval. The approving Chair or Dean will forward the request to SAB. The following actions will then be taken:

The Software Advisory Board will:
- Evaluate the request based on the above objective and policies
- Determine the need for an evaluation copy of the software
- Instruct Information Technology to obtain and perform basic tests using an evaluation copy of the software
- Approve or reject the acquisition on the basis of the test results
- Notify the requestor, Chairperson and Dean of its decision

Information Technology will:
- Follow through on the SAB decision to acquire an evaluation copy of the software
- Assist the requesting department to negotiate cost with vendors
- Test the software with the faculty member
- Inform SAB and the faculty member of the test results
- After approval from SAB, prepare appropriate purchase orders and submit them to the Purchasing Department
- Work with the requestor to install and test the software in a manner consistent with his or her teaching requirements

Notes regarding software installation requests purchased and/or acquired by faculty members require the following:
Software presented for installation must be accompanied by a license agreement. Before purchasing any software, the requester should contact the publisher to verify that the software is compatible with St. John’s computer systems. The Information Technology Academic Software group is available to assist in the process.

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Faculty interested in obtaining a single copy of a commercial software package for research and evaluation should direct their requests to John Sheshene, Manager of
Academic Software. If the software is intended for the exclusive use of one individual or department the request should be directed to that department's Chairperson to be evaluated and approved for purchase under that department's budget.