

## Adjunct Laptop Request Form

### Eligibility Criteria for Semester-based Laptop Loan

According to Article 6.25 of the CBA (2016-2021):

The University shall make available up to 75 laptop computers to lend on a semester-by-semester basis to qualifying adjunct faculty members. In order to participate in the laptop lending program, the adjunct faculty member must confirm in writing that he/she has taught at least 12 credits per year for the past two (2) years and is scheduled to teach 12 credits in the upcoming year (to be calculated in accordance with Article 22.3); and has a demonstrated need to borrow a laptop in order to facilitate the preparation for and teaching of his or her scheduled class. The adjunct faculty member must also indicate whether he/she has a position at another college or university; if so the faculty member must state that the laptop will not be used for any purpose at or in connection with such other college or university.

Adjunct faculty members meeting these criteria shall submit a request to be assigned a computer prior to the start of the semester to the appropriate Dean, who shall transmit all such requests to the Provost; if there are more requests than there are available laptops, the laptops shall be assigned based upon seniority.

Faculty Name:	
Faculty ID (700#):	
College/School:	HCLAS Division:
Department/Program:	

Have you taught at least 12 credits per year for the past 2 years?    Yes: <input type="checkbox"/> No: <input type="checkbox"/>
How many credits are you expected to teach in the upcoming academic year?
Do you have a position at another college or university?    Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please initial to affirm that the laptop will not be used for any purpose at or in connection with such other college or university:

Indicate the semester <sup>1</sup> for which you are requesting a laptop:
Laptop preference:    PC: <input type="checkbox"/> Mac: <input type="checkbox"/>

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<sup>1</sup> The laptop must be returned at the end of the semester. If there is continued need for the laptop, a new request for a subsequent semester must be submitted.

Please describe in detail your demonstrated need to borrow a laptop in order to facilitate the preparation for and teaching of your scheduled class(es):

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**SIGNATURES/APPROVALS**

Adjunct Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_