Petticrew Faculty Technology Fund: Procedures for Spending. [updated 11/21/2019]

The Petticrew Faculty Technology Gift Fund began with a campaign pledge gift from the Petticrew foundation in 2013.

Faculty Requests:

Faculty may present proposals and requests for purchases of software or equipment to support work in the classroom. The following request procedures and timelines apply:

- Requests must include:
    - a budget and a price quote;
    - product description and/or a link to product information;
    - details of intended use in the classroom;
    - If the request is for a subscription license, rather than a one-time purchase, this must be explicitly stated and with a proposed timeline for length of license.

- Requests may be submitted at any time; however, if items are being requested to support a Fall term course, requests should be submitted by March 21 to allow the committee ample time to consider the proposal and to place an order before May 1.
- Requests will not be considered over the summer; requests submitted after March 21 will be considered when the committee reconvenes with new membership in the fall.
- Submit requests to the chair of the Committee on Learning and Teaching.
- The Committee will respond to proposals within 30 days.
- Faculty may be asked to report back on their use of the product in the classroom.

Subscription or Ongoing License Requests:

The Petticrew gift, being a limited pledge, cannot sustain regular licenses for annually-recurring technologies, and to do so would exhaust the funds without allowing for new technologies to be tried and adopted.

The committee recommends that the remaining Petticrew gift be directed to one-time or limited-renewal projects that encourage the creative use of educational technology at Hanover.

To that end, the committee recommends the following procedure for projects or technologies *which incur a recurring or subscription periodic cost.*

When considering a proposal, discuss:

- At what point are adopted technologies no longer considered experimental and costs transferred to the operating budget?

- What threshold of use or number of users justifies continued subscription to a technology (and transfer of costs to operating budget)?

New technologies that are purchased for use on a subscription or recurring license will be funded as follows:

- Year 1 will be designated as an "early adopter" year and paid for via the Petticrew gift.
- Year 2 will be designated as an "experimental" year and paid for via the Petticrew gift; during this year an evaluation will be done to assess the feasibility of adopting the new technology as an operationalized expense.

Year 3, and beyond: if the technology will be formally adopted, funding costs will come from the operating budget.