

Psychology Department Policy for Space and Equipment

The following is the Psychology Department policy for how to deal with questions of equipment and space. The policy was formulated to ensure good communication flow among department members, the space and equipment committee, the department chair, and the department coordinator. Please try to follow this policy closely since it should reduce the chances of confusion and miscommunication. (Though there is a lot of verbiage below, most situations should be able to be dealt with easily through a few emails or quick conversations with the appropriate people.)

One underlying principle of what is said below about equipment is that the space committee, the chair, and the department coordinator need to know where department equipment (including furniture) is *at all times*.

Another basic theme is that virtually all requests (except for repair service) concerning space or equipment should go first to the space committee, which will then consult with the chair and department coordinator as needed.

A third is that all requests involving department money will need to be brought to the chair (through the committee), since only the chair can authorize use of department funds.

Policy for Facilities and Space

Equipment

Moving equipment. The equipment (including furniture) in shared department instructional and research spaces is department equipment. No equipment should be taken from these rooms for any purpose or any length of time, by graduate students or by faculty, without first proposing the removal to the space committee. If the committee approves it, they will notify the requestor, the chair, and the department coordinator.

Likewise, no equipment or furniture should be brought into these rooms and left there without approval.

Equipment provided by the department to graduate student offices, such as computers, printers, and furniture, is also department equipment. Again, proposals to relocate any of this equipment should be made to the committee, and if approved, the relocation will be communicated by the committee to both the chair and the department coordinator.

Acquisition of Equipment. Proposals to acquire equipment for department use (whether free or for a price) should be brought to the space committee. The committee will make a decision about the desirability of acquisition of free equipment and will make a recommendation to the chair about proposals involving department funds. Actual

acquisition of department equipment from any source should be made known to both the chair and the coordinator.

Computers provided for faculty offices by the department belong to the department, and they will revert to the department when the faculty member is provided with a new computer through the rollover plan. Normally these computers will be used to supply graduate student offices or fill other departmental needs. Requests for exceptions should be made to the committee, which will make a recommendation to the chair. Requests will be granted for good cause (e.g., that the computer is needed for a research project for which a grant proposal has been submitted but not yet funded).

Repair Requests. Any faculty member or graduate student who notices a problem with equipment in the Instructional Lab should notify the main office and space committee chair.

Faculty who have problems with their own office or lab equipment should contact the appropriate service technicians directly if the service is a free one. If the repair would involve department funds, they should make the request for service to the main office. The coordinator will consult with the chair before scheduling service if the amount of money involved is substantial.

Graduate students who have problems with their office equipment should report their need for service (whether free or at a cost) to the main office and space committee chair. The coordinator will consult with the chair before scheduling service if a substantial amount of money is involved. Problems with lab equipment should be reported to the relevant faculty member.

Space Use

Any substantial reassignment of function of a room (e.g., from lab to office or vice versa, from faculty to graduate space or vice versa, from active use to storage or vice versa, or transfer of space from one person to another) should be proposed to the Facilities and Space Committee. The committee will review implications of the change and make a recommendation to the chair. When the committee and chair have reached an agreement, they will let both the requestor and the coordinator know.

Requests for additional or different space for any purpose should be addressed to the committee, which will make a recommendation to the chair. When the committee and chair have reached an agreement, they will let both the requestor and the coordinator know.

Updated 6/15/2010