To: Members of the Faculty  
From: Jonathan Leamon, Director of Instructional Technology  
Date: November 3rd, 2014  
Re: Faculty Technology Budget Requests for the 2015-2016 Academic Year

OIT is developing its budget proposal for the 2015-2016 academic year. Part of our budget is for routine items and part can be used to accommodate non-standard requests from faculty. If you anticipate needing additional equipment or software to further your teaching, research or publishing goals, please consider submitting a request. Requests received by November 21st will give OIT and the ITC governance committee time to review requests prior to the budget submission deadline. In order to capture the priority of requests within each department, requests need to be submitted by department chairs rather than individual faculty.

Many items are covered by the routine OIT operating budget and do not need to be submitted as part of this process. Notably, requests to maintain at current levels existing academic software, electronic classrooms and studios, general computer labs, printers, and personal desktop computers do not need to be included. These items each have their own regular maintenance schedules and we automatically include their maintenance in our budget process.

The Information Technology Committee (ITC) reviews and prioritizes these requests. Most years, the ITC has specified that the first priority is to fund startup costs as a way to encourage new projects. Projects where the equipment and software benefit multiple faculty or departments and that support teaching have also been priorities.

If you would like to request funding for non-standard items for next year, or need to notify us of changes in your expected usage of academic software, please print and complete the form available on the web at [http://oit.williams.edu/itech/faculty-mailings](http://oit.williams.edu/itech/faculty-mailings) and give it to your department chair. It is important for each department to prioritize its requests, as it is difficult for us to determine relative priorities. **We need to collect academic requests from department chairs by Friday, November 21st 2014. You will need to submit this form to your department head in advance of that date.**

If you have any questions, please feel free to contact me by email or at x4468.