

## MINIMAL FACULTY RESOURCES

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(as reviewed, Spring 2000)

In times of shrinking resources, there is pressure to eliminate resources or restrict their flow only to those persons or programs that are deemed most productive. Faculty are, therefore, often called upon to justify why they should receive the resources they request. It is important to note, however, that there are some resources so basic to accomplishing the mission of the College and department that every faculty member should receive them without having to present any justification.

Among these resources are included:

### 1. An adequate computer system

Each faculty member should have in his or her office a microcomputer system capable of meeting everyday needs. Such a system should be equipped, at the very least, with:

- a recent version of its operating system,
- word processing software,
- communications software and hardware for connection to the university's system,
- sufficient memory to support the software being used,
- a hard disk large enough to store files created and used routinely by the faculty member,
- a reasonable size monitor capable of displaying the files produced and used,
- a computer mouse (if the software uses a mouse),
- a DVD and/or flash drive,
- access to a laser-quality printer.

Clearly, different faculty members will have need for computer systems of differing complexity and sophistication; teaching, scholarship, and service may make differential demands on faculty members' systems. An adequate system for one faculty may not meet the more sophisticated needs of another. Thus, "meeting everyday needs" is a phrase that must be matched to the demands of the everyday activities of the faculty member.

### 2. Secretarial support

All faculty should be provided with secretarial services including:

- phone support
- typing/word processing support
- duplication/collating services

### 3. Appropriate office space

Faculty offices should also be appropriately equipped. They should:

- be private with a locking door,
- contain a desk, chair, and client chair,
- provide a telephone, file cabinets, and bookshelves.

### 4. Travel support

Faculty should be supported in participating in their professional organizations and making presentations as much as possible. This is particularly important for pretenure faculty who are working towards tenure and promotion.

### 5. Materials

Faculty should be provided with the normal sorts of office supplies necessary to do everyday business, including their teaching, scholarship, and service. These materials include:

- pads and paper,
- pencils and pens,
- computer disks,
- transparencies.