



POLICY AND PROCEDURE

TITLE:	Technology Evaluation Procedure
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POLICY STATEMENT:

This procedure is meant to be a framework for evaluating technology.

PROCEDURE DETAILS:

1. The requestor identifies their technology needs and completes the following Technology Evaluation Process.
2. The requestor works with their departmental supervisor to obtain approval for new technology.
3. The requestor fills out the Technology Evaluation Form; a sample is provided to assist with completion.
 - The requestor may need to conduct research to complete the form and provide detailed information to help with the evaluation process.
4. The requestor e-mails (with department supervisor on copy) the Technology Evaluation Form to the IT Department for evaluation. IT will review the request and will sign the request (indicates no major objections) and send it to the Tier II Facility and Technology committee and the grants department. Tier II software sub-committee will set up a meeting for the requestor of software to present it to the committee and will recommend it for approval to Tier I committee or not. As part of the evaluation process the Tier II committee will:
 - Check to ensure no other currently owned software does what the requested software does
 - Review costs including ongoing annual, implementation and training costs, and any other fees
 - Ensure Director of area has signed off
 - Answer: How does this software save time or money? Does it meet the mission of the University?
5. The grants department will review to see if any grant opportunities exist for funding. The Tier II subcommittee will meet as soon as scheduling will allow and will attempt to do this within 14 days. This will allow the grants department to identify if any grants are available to help offset the cost of the requested technology, and allow IT to identify if we already have similar software, understand the resources needed, etc.
6. The Tier II committee will meet and provide approval to move to Tier I if enough information is presented at the meeting. Follow up meetings will be necessary if additional information is needed. If approved, Tier II will notify IT the original request has been approved to move forward to the Tier I budget and finance committee.
7. The requestor will submit their approved Tier I request to the appropriate Tier 1 Committee for final approval. Requestor will need to do an interim budget request if it is not in the budget

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

All areas of the University are affected

HISTORY:

Approved by Tier II Facilities and Technology Committee on May 2013

Approved by Senior Cabinet on May 2013

Reviewed June 2014

Reviewed May 2015

Revised form and approved April 2016

Reviewed October 2017

Revised and approved by Tier II Facilities and Technology committee June 2018

Reviewed April 2019

Updated with new logo January 2020

Revised July 2025

EFFECTIVE DATE:	July 1, 2013
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually

APPENDIX:

Technology Evaluation Form and sample of completed form