

Memorandum

TO: Deans

FROM: Stan Aeschleman

DATE: November 1, 2004

RE: Guidelines on Use of E&T Funds

The E&T fee was instituted to replace a myriad of course specific fees used to support classroom, laboratory, and other instructional efforts that could not be provided by state budget allocations. The intent of the fee receipt use is clear; it should be used to support needs directly associated with classroom and laboratory instruction, including public computer labs and the computing network infrastructure. While there will always need to be judgment exercised by the individual units in the practical definition of the term "directly," the general philosophy in exercising judgment should make reference to the direct impact on students and the instructional process. The examples below are intended to provide some guidance in resolving other potential uses not specified below.

Examples of Acceptable Uses of E&T Allocations

- Purchase of computers, projectors, and other equipment/supplies for classrooms and labs
- Purchase of software and other educational material/supplies used for instructional purposes
- Departmental copying expenses (paper, toner, rental etc.) associated with instructional material
- Stipends for guest speakers in a course
- Travel expenses associated with course field trips
- Cost of building modification associated with enhancing classroom or lab space

Examples of Non-Acceptable Uses of E&T Allocations

- Purchase of furniture, computers and other equipment for faculty and staff offices
- Purchase of equipment and software to conduct faculty research
- Telephone expenses
- Travel expenses for faculty and staff to attend professional conferences
- Postage
- Cost of general building modifications which don't impact classroom or lab space

As indicated above, the lists are intended to provide a framework for individuals units to exercise judgment regarding potential uses of these budget allocations. If the need arises, please feel free to contact the Office of Academic Affairs regarding specific questions on the use of the funds.