Due to limited available office space on campus for Part-time faculty, the University has devised a "Part-time Faculty Computer Loan." Part-time faculty are eligible to borrow a used computer from the University to bring home for University business for up to 1 year. Computers will be preloaded with Microsoft Office.

Obtaining a computer:

1. Submit the online Part-time Computer Loan Request Form.
2. Once your request is reviewed by IT, you will receive an email with further instructions, including the state asset tag of the computer, so that you can complete the “Off Campus Equipment Loan” form.
3. Complete the “Off Campus Equipment Loan” form and obtain signatures from your Academic Department Chair (Department Head) and School Dean (Vice President). To obtain the form click here. You can choose your form in either Word or PDF format.
4. Once you have the completed form with signatures, contact the IT Help Desk to schedule an appointment to pick up the computer.
5. Pick up the computer at the appointed time. Information Technology is located in the lower level of Henry Barnard Hall, Room 019. The closest parking is the West Garage.

Renewing the loan:

1. All computers must be returned between the end of the spring semester and June 30 of that year. If you wish to renew your loan resubmit the Part-time Computer Loan Request Form. The computer must be returned temporarily so that IT can ensure the computer is properly updated and if needed, replaced with a newer used computer.

Returning the computer:

1. Obtain your Department Head’s signature on Section 2 of the Off-Campus Equipment Loan form.
2. Contact Inventory/Property Control at (860)832-2358 or (860)832-2321 to coordinate a time to return the equipment.
3. Return the equipment to Inventory/Property Control located in East Hall.