

Academic Technology Review Form

Complete this form before your school or college purchases/adopts new academic technology that is beyond what the University currently provides and supports. A committee of representatives from Mercer IT and the Provost’s Office will review your submission and provide recommendations.

**Contact Information**

|  |  |
| --- | --- |
| Date: |  |
| School/College: |  |
| Course: |  |
| Submitted by: |  |

**Technology**

|  |  |
| --- | --- |
| Name of Technology |  |
| Type of Technology | Choose one:[ ]  Application [ ]  Hardware[ ]  Other Explain: |
| How do you want to use the technology?(We ask because the University may already have similar software.) | *Example: video-based discussion tool* |
| Will this technology integrate into our existing technology? If so, explain. |  |
| How will the student access the technology? | Choose one:[ ]  Canvas[ ]  Download the software[ ]  Log in to a third-party website[ ]  Click on the link (URL) provided by the faculty member[ ]  Other Explain: |
| How does the syllabus describe its use?  | *Copy and paste verbiage from your syllabus.* |
| Is the technology specific to a discipline? If yes, which discipline? |  |
| Vendor |  |
| Describe the fee structure. | Choose one:[ ]  Free version[ ]  Free to students via use of faculty’s account[ ]  Individual student purchases[ ]  Other Explain: |
| If commercial, what is the quoted price? | *Attach your quote to this form.*  |
| Annual or multi-year contract? |  |
| Number of Student Users |  |
| Number of Faculty Users |  |
| Anticipated Implementation Date: |  |
| Who will manage the application or hardware? |  |
| Have you consulted with IT? If yes, explain. |  |

**Submit this completed form (with your attached quote) by the review deadline to** provost**@mercer.edu.**

The review committee meets the first week during September, November, January, March, and July. All submissions are due on the first day of the month.

* If you are submitting a curriculum proposal, you must submit the committee’s review of this request to the Distance Learning Committee.
* The Committee’s review of new academic technology for existing programs will be sent to the Dean and/or Provost for approval.