

Department of Mathematics and Statistics

Equipment/IT Committee

Terms of Reference

The Department is committed to developing world-class and best possible computing and electronic equipment resources for its staff and students.

The “Equipment/IT Committee” is responsible to, and will report to, the Department Management Committee for and about the

- purchase of computing hardware and software, and related electronic equipment such as photocopiers;
- setting the components of hardware/software budget for the IT manager to implement in consultation with the Head of Department and Department Manager;
- deciding on items to be requested from Faculty and central University funds;
- setting of department policy on the use of computer hardware and software and Information Technology issues for the IT manager to implement;
- ensuring each staff member and graduate student in the department has adequate IT resources, both hardware and software, to conduct their work;
- developing, in conjunction with the Faculty and the central University administration, the University’s IT resources available to undergraduate students taught by the Department.

The Committee will consist of Department academic staff. The Chairperson of the Committee is appointed by the Head of Department and the members of the committee are appointed by the Chairperson after consultation with the Head. The committee should include the Department manager and Department IT manager as ex officio (advisory, non-voting) members and consist of at least 4 academic staff including the Chairperson of the Committee, the Head of Department, the Department Web coordinator, and the Department Multimedia teaching coordinator.

The committee shall meet at least twice a year and maintain records of decisions made, plans drawn up and tasks requiring action.