Stephen F. Austin State University

SFASU Faculty Senate
Faculty Government and Involvement Committee
Motion #2

We move that the Faculty Senate recommend to President Guerrero that policy F-2: Administrative Programming," of the University Policy and Procedures Manual, be amended to read as follows:

Requests for administrative programming services may be submitted to Information Technology Services (ITS) on the " Administrative Programming Request" form. These requests will be forwarded to the manager of the designated system for review. The Student System Manager or Financial System Manager will prioritize the request and assign it to a programmer for additional analysis, programming, and implementation.

The procedure for requesting administrative programming services is outlined below.

1. Obtain the Administrative Programming Request from the SFA website (www.sfasu.edu) by navigating through "Faculty/Staff' to "SFA Business Forms", to "Forms To Fill Out", to "Administrative Programming Request"

2. Complete all sections of the form except the lower box. Use as much detail as possible in describing the process or report desired. Consult with the system manager if you have questions regarding the content of your request. Print the completed form.

3. Send the completed form to SFA box 13012 or FAX to 1117. Keep a copy for your files, if necessary, since the form will not be returned to you.

4. The ITS system manager will receive the request, review it, and assign to programming staff for completion.

5. You will be notified by the ITS programmer when the request has been completed.

6. Upon completion, the Administrative Programming Request will be filed with the ITS system manager.