Policy for Using Instructional Equipment for Research

The purpose of this policy is to allow instructional equipment to be used for research by ME faculty during the semesters when these equipment are not used for teaching. To implement such a policy in an orderly manner with minimum risks to the equipment, the following procedure must be adhered to by all ME faculty members:

1. All equipment must strictly be checked-in and checked-out by ME faculty members. This privilege is not extended to post-doctoral and research personnel, graduate and undergraduate students, scientists, etc. Lidia will inspect all borrowed items to make sure that they are functioning properly at both the check-in and check-out times.

2. The ME faculty has to ensure that the usage of the borrowed items be restricted to individuals in their research groups who are qualified/trained to use them.

3. The check-out duration must be a reasonable one in order to make the equipment available to other ME faculty members.

4. Should the inspection of the borrowed equipment reveals that they have been damaged due to negligence, misuse and/or improper handling then the ME faculty member, who checked-out the equipment, will be held responsible for repairing/Replacing the damaged items.

5. Malfunctioning equipment due to normal wear and tear will be repaired by the ME Department with no cost to the faculty member borrowing the equipment.

6. The usage of the borrowed departmental instructional equipment is restricted to research activities at WSU and cannot be used for any consultancy related work.

Upon the approval of this policy by the ME faculty, the above pilot program will be immediately implemented as long as the cost to the Department remains manageable. Note that this program will be terminated if it is deemed to be a significant financial burden on the Departmental budget.