

The Faculty Senate charges the Library and Learning Resources Committee (LLRC) to draft a proposed Faculty IT Change and Appeals Policy to ensure transparency, communication, and due process when technology decisions impact faculty teaching, research, or professional work. The proposed policy shall:

1. Establish a requirement that any planned technology change, update, or implementation that may affect faculty operations, research, or classroom instruction be communicated to the faculty in advance. The required amount of advance notice shall be specified. Exceptions to this requirement due to urgent, unforeseen events may be outlined.
  - a. The LLRC may wish to consider whether IT should justify the need for the change, update, or implementation by referring to specific language of BOR, SU, or State of Maryland policy. This may involve the [State of Maryland's DoIT Policy](#), the [Maryland IT Security Manual v1.2](#), [BOR policy X-1.00](#), [SU's Patch Management Policy](#), etc.
2. Include provisions for a faculty comment period and mechanisms for IT to review and respond to feedback prior to final implementation.
3. Define an appeals process faculty may follow when an IT decision directly affects their office, research, or classroom computer that the faculty member uses, or other instructional technology essential to their work. The appeals process shall include answers to the following questions.
  - a. What kinds of IT decisions can be appealed?
    - i. The LLRC may wish to consider the “one device” policy, allowing non-upgradeable computers to be converted to “appliances,” providing administrative privileges to faculty for certain computers, what types of computers faculty may purchase for SU-related work, etc.
  - b. What are IT’s responsibilities for handling an appeal?
    - i. The LLRC may wish to consider whether IT should justify the decision that led to the appeal to the faculty member by referring to specific language of BOR, SU, or State of Maryland policy. This may involve the [State of Maryland's DoIT Policy](#), the [Maryland IT Security Manual v1.2](#), [BOR policy X-1.00](#), [SU's Patch Management Policy](#), etc.
  - c. What are the faculty member’s options if the first appeal is unsuccessful?
  - d. What is the timeline for appeals?
    - i. The LLRC may wish to consider how long a faculty member has to file an appeal before IT takes the action that led to the appeal, and how long IT has to respond to the appeal.

The LLRC shall submit their proposed policy to the Faculty Senate President by the first Senate meeting in March 2026. The LLRC shall also consider how best to inform faculty of the use and location of this policy and will include their suggestion upon submission.