



Kutztown University Policy A&F-011

Off-Campus Involvement by University Personnel

A. Purpose

The purpose of this policy is to establish procedures for the use of university staff to support off-campus activities.

B. Scope

This policy applies to all university personnel either requesting or providing support services for off-campus activities.

C. Definition(s)

D. Policy & Procedure(s)

The Physical Facilities Department has on occasion been asked to provide tables and chairs, along with set-up and tear-down services, at several off-campus locations or to pick up and deliver pieces of furniture from off-campus sites for use on campus. Similarly, the Information Technology Department has received requests to deliver and install computers off-campus.

Because of the time involved, this type of activity imposes a considerable strain on our already limited resources. The use of university staff for off-campus activities will be limited to essential efforts only. In such situations, the following steps are to be followed:

1. The cabinet member within whose jurisdiction the off-campus involvement is occurring must confirm the essential nature of the activity and the need for the use of university staff.
2. A request for the use of university staff must be forwarded by that Cabinet member to the Cabinet member responsible for providing the service.
3. Approval for the provision of needed staff service will be considered by the Cabinet member receiving the request.

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E. Effective Date

1994

F. Last Review

August, 2007

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013