

Telecom Requests – Policies & Procedures

As of 3/08/2010

Every departmental faculty member is entitled to two department-paid telephones, one in their office and one in a laboratory, with long distance charges being paid by non-departmental funds. Costs for other laboratory telephones will be paid from non-departmental sources.

Requests for Faculty: Ocean office will pay for equipment/phone rental charges. The faculty member is responsible for toll charges/long-distance charges; they need to provide an account code.

Requests for Graduate Students: Ocean office will pay for equipment/phone rental charges. Students are not given long distance call privileges.

Requests for post-docs: The PI that hired the post-doc will pay for equipment/phone rental charges. The PI is responsible for his post-doc's/staff's toll charges/long-distance charges; the PI should provide an account code.

Requests for Emeritus Faculty: Ocean office will pay for equipment/phone rental charges and fee to transfer phone line (if moving into another office). The Emeritus faculty member is responsible for toll charges/long-distance charges if they have a research account to charge to. If not, the Division the faculty is from should pay for toll charges/long-distance charges.

Requests for Staff: Divisions will pay for equipment/phone rental charges and toll/long-distance charges for Division staff. The Ocean office will pay for equipment/phone rental charges and toll/long-distance charges for Ocean Department staff.