

With the continued growth within School of Applied Technology it has become necessary to create policies and procedures to meet the demands being placed on the SAT Information Technology department and ensure that needs of all are being met.

This is the policy for support and funding of all computer & digital technology labs that fall under the SAT umbrella. Each laboratory is placed into one or more of four support/funding designations: Open Labs, Teaching Labs, Research Labs, or Personal Labs.

- **Open Labs** are the spaces that are managed, supported, and funded directly by SAT IT. These labs are used primarily as classrooms by all of our departments and provide students with specifically configured machines for their course work. These labs currently include but are not limited to:
 - Tech South 2033
 - 14th Floor Lab (IIT Tower)
 - Rice Campus Labs 207, 244, 247
- **Teaching Labs** are subject to teaching policies of the individual departments. Support for teaching labs comes only in the semesters in which the courses have registered SAT students making use of the lab. Minimum course enrollment is required for designation as a Teaching Lab, and minimum student enrollments determined by the department and based on available funding are necessary for appointment of teaching assistants by the department to provide laboratory support. Additionally, SAT may provide funding for lab needs if funding is available and the needs are documented in a current project plan. These labs currently include but are not limited to:
 - Security and Forensics (Forsec) Lab (Rice Campus)
 - Smart Tech Lab (Tech South)
 - INTM Lab (Tech South)
- **Research Labs** are designated as such when research funding is received and available to support the lab for each semester that it has that designation. The size of the research grants or contracts defines the level of support available for the lab. A laboratory may be designated as both a Teaching Lab and a Research Lab. These labs currently include but are not limited to:
 - Security and Forensics (Forsec) Lab (Rice Campus)
 - Smart Tech Lab (Tech South)
- **Personal Labs** to support faculty members are subject to the availability of space and the equipment policies of the individual department. All support for Personal Labs must be provided by the faculty member responsible for the lab, and no funding for lab support may be expected from the individual Department or the School of Applied Technology. These labs currently include but are not limited to:
 - RTC Lab (Rice Campus) – Professor Davids
 - RTC Lab (Main Campus) – Professor Davids
 - “The Fishbowl” (Rice Campus) – Professor Hajek

Determination of the designation of any lab will be made on a semester-by-semester basis based on student enrollment or research funding. All labs, including Personal Labs, are property of the School of Applied Technology and may not be transferred to other colleges within the university.

Laboratories of any designation may have a Director, but there is no additional compensation attached to appointment as a Laboratory Director unless specifically allocated in the SAT or individual department annual budget or included in laboratory research support funding.