

Queen's University and  
Queen's University Faculty Association

## **SESSIONAL ADJUNCT LAPTOP LENDING PROGRAM**

Article 28.3.3 of the Sessional Adjunct Collective Agreement (2006 – 2008) establishes a laptop lending program for Sessional Adjunct Members:

*As soon as practicable and no later than September 1, 2006, The University shall make available through the University's laptop leasing program, a pool of forty-five (45) laptop computers for use by Sessional Adjuncts to assist them in their assigned teaching duties. The computers shall be made available free-of-charge to Sessional Adjuncts who need such support, from the time the appointment is accepted, on a first-come, first-served basis. The computers shall remain the property of the University and shall be returned to the University in good working order when the Sessional Adjunct no longer needs the computer or one (1) month following the end of his/her Sessional Adjunct appointment, whichever comes first.*

### **APPLICATION PROCESS:**

Members are required to indicate interest in borrowing a laptop by Friday, August 11th at 4:30pm by sending an email to Jackie Cleary [jc44@post.queensu.ca](mailto:jc44@post.queensu.ca) in the Faculty Relations Office. To be eligible for the program, Members must be employed at Queen's University as a Sessional Adjunct in the Fall Term (Sept – Dec) 2006. Should more than 45 eligible Members apply prior to the deadline, a random draw will be made to select 45 Members.

Laptops will be available from the ITServices Campus Computer Sales & Service (Dupuis Hall, 1<sup>st</sup> floor) beginning August 15, 2006.

Please refer to the *Sessional Adjunct Laptop Lending Program Terms* (attached) for details of the borrowing agreement. Members are required to present photo ID, provide a credit card imprint (no charge will be applied), and agree to all terms in order to borrow a laptop.

Please direct questions concerning the Laptop Lending program to:

Jackie Cleary, Faculty Relations, [jc44@post.queensu.ca](mailto:jc44@post.queensu.ca), 533-3133; or,  
Colin Galinski, QUFA, [galinski@post.queensu.ca](mailto:galinski@post.queensu.ca), 533-3224