

## Motion to Amend Computer Lottery Rules

### Faculty Senate of James Madison University

November 7, 2019

Whereas the James Madison University Faculty Senate administers an annual Computer Lottery, with funds provided by James Madison University, and

Whereas the Rules for the Computer Lottery have not been amended since January, 2015, and

Whereas a few relatively minor changes in these rules would increase the efficiency of administering the lottery, bring it into better compliance with actual practice, and expand the computer lottery to include more adjunct faculty members at the university, now therefore be it

Resolved that the Faculty Senate approves the following five changes to the computer lottery rules (as shown in the attached full text of the rules):

- Broaden the pool to include all adjunct faculty members who have taught at least four semesters at JMU, rather than merely adjunct faculty members who “have been continuously employed by JMU in such capacity for at least six consecutive semesters (three academic years).”
- Remove the specific reference to the timing of the lottery as being “in the spring semester.”
- Shorten the window of time in which people may register for the lottery from 30 days to 14 days.
- Clarify the “window” of time during which people must make their purchases, to begin September 1 and conclude at a deadline specified by the Treasurer (as this has been the de facto practice throughout the history of the lottery).
- Formalize a “second chance” lottery to include more winners to replace those who choose not to make purchases by the original purchase window deadline.

## New Rules Proposed In This Motion (2019)

### 1. Consideration

There is no fee or other form of consideration required to enter this contest. You do not need to be present at the drawing to win.

### 2. Eligibility

- A. All full-time JMU Instructional Faculty members are eligible to enter. The term “Instructional Faculty” is defined in the Faculty Handbook as individuals who devote at least 50 percent of their appointment to teaching and research functions of the university. Academic Unit Heads are defined as instructional faculty members.
- B. Part-Time and Adjunct JMU faculty who have primary responsibility for the teaching of for-credit courses and have been employed by JMU in such capacity for at least four semesters (these need not be consecutive) are eligible to enter. The status of Part-Time and Adjunct Faculty is defined in the Manual of Policies and Procedures, Policy 2104, Part-Time and Adjunct Faculty.
- C. Those not eligible to enter the contest include Classified Staff members, Administrative and Professional (A&P) Faculty, Emeritus Faculty, Visiting Faculty, Scholars in Residence, and Researchers, as those terms are defined in the Faculty Handbook or University policies.

### 3. How to Enter

Announcement of the Faculty Senate Computer Lottery will be made via email announcement distributed to all eligible faculty members through the JMU email system, and will be posted on the Faculty Senate website, <http://www.jmu.edu/facultysenate>. To enter, an eligible faculty member must enter via the web link provided in the email by the announced deadline.

Any faculty member who believes he/she is eligible for the lottery but has not received an email announcement should contact the Faculty Senate Treasurer.

Only one entry is permitted from each eligible faculty member, and duplicate entries will be deleted.

Faculty may only win the computer lottery once in five years. Any entries received from faculty members who have won the computer lottery within the past five years will be deleted.

### 4. Contest Period

Announcement of the opening date for contest entries will be made each year by an email announcement distributed to all eligible faculty members through the JMU email system, and will be posted on the Faculty Senate website, <http://www.jmu.edu/facultysenate>. The email announcement will describe the procedure for entering the contest. When the announcement is made, faculty will have fourteen (14) days in which to enter the contest. Any entries received after the announced deadline will be ignored.

### 5. Prize Drawing

On or about the date of the announced closing of the contest, the drawing will be performed by the Treasurer of the Faculty Senate by a method reasonably expected to produce random selections from among the eligible entries. The odds of winning will depend on the number of entries. The Treasurer of the Faculty Senate will announce the list of winning entries on the

Faculty Senate website, and will notify individual winners by email within a reasonable period (not to exceed fourteen days) after the close of the contest.

#### 6. Prize Awards

Winners will be entitled to receive up to \$500 reimbursement for qualifying purchases. To receive the reimbursement, winning entrants must spend money on, and provide receipts for, qualifying purchases.

The Treasurer of the Faculty Senate will announce a deadline for purchases, which will typically be three to five weeks after the announcement of the list of winners and the notification sent to each winner. The window during which eligible purchases must be made begins on September 1 of the academic year in which the lottery was won and runs through the deadline announced by the Treasurer. Receipts must be submitted to the Faculty Senate Treasurer (electronic facsimiles preferred) no later than the closing date announced by the Treasurer.

#### 7. Second Chance Lottery

At the time of the initial lottery drawing, the Treasurer will also select a list of "stand-by" provisional winners. In the event that any initial winner (1) chooses to forfeit her winning opportunity by email notification to the Treasurer, or (2) fails to submit any receipts to the Treasurer by the announced deadline, the Treasurer will announce one or more second-chance winners to take the place of the original winners (not to exceed 50 winners total). Second-chance winners will have a shorter window during which to make purchases, up to the second-chance deadline announced by the Treasurer.

#### 7. 8. Eligible Purchases

Eligible purchases include:

- Computer hardware, including desktop computers, laptops and tablets, as well as peripherals such as printers, networking devices, and external hard drives.
- Software reasonably related to the enhancement of productivity and/or pedagogy
- Digital cameras (still or motion) and video editing equipment/software
- Electronic Book Readers, e.g., Kindle (hardware, but not specific books to read)
- Technology training (that is not already available through JMU and that is relevant to teaching or research).
- Smart Phones

This grant is intended to enhance the knowledge, skills and productivity of JMU Faculty, and it is the intention of the Senate to allow faculty the discretion of how best to use the grant so long as the purchase seems reasonably related to a scholarly purpose. However, the Treasurer of the Faculty Senate has the authority to determine whether an expenditure meets these guidelines. If a lottery winner has questions concerning whether a proposed purchase meets the guidelines, it is advisable to request a ruling from the Treasurer on the proposed use before the purchase is made.