



## **Professional Memberships for Faculty, Postdocs and Graduate Assistants IST\_FN-20 Administrative Guidelines**

The College of IST will allow faculty members to purchase individual professional memberships if the following criteria are met.

### Faculty:

1. The faculty has sufficient funding to cover the expense of the membership.
2. The membership is for a maximum duration of 1 year. (The college limits purchases of professional memberships to one year duration to reduce the college's financial exposure when faculty leave unexpectedly.)
3. The faculty document the business purpose of the membership and how the membership benefits the College/University (such as savings or discounts) in addition to personal scholarly benefits. This should be documented in the Purchase Request Form.

### Postdocs and Graduate Assistants:

1. Student memberships are generally not allowed to be purchased with University funding except when membership is acquired in conjunction with a conference registration (i.e., to receive a discount or if membership is required to attend). This should be documented in the Purchase Request Form.

Examples of memberships typically covered by the college include SIGCHI, IEEE, SIAM, and others, although approval for each faculty member is required.

Requests for membership should be submitted through the [Purchase Request Form](#) with the applicable information provided. The Purchase Request form should be submitted for approval *prior* to purchasing or renewing a membership. As long as the request is in alignment with this policy and University policy [HR12](#) it will be deemed as approved by the Dean.

The College of IST also has several institutional memberships for the entire College. Faculty do not need to renew these memberships on their own. Renewal will be handled by the Finance Office and faculty will receive a notification when the renewal occurs each year. New faculty are added and departing faculty are removed as needed. The list of memberships includes the following:

1. ACM
2. ISchools, Inc.
3. HCIC
4. CRA