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## MOTION RELATIVE TO THE AVAILABILITY OF PRINTERS IN FACULTY OFFICES

### *BACKGROUND*

The traditional approach of allocating a desktop printer to each faculty member has been replaced in the last few years by a system in which faculty are to electronically send material for printing to centralized Xerox machines (e.g., in O'Hare and McAuley). The Xerox machines are equipped with features to assist in properly distinguishing the proper owner of the materials (cover page bearing the faculty member's last name), yet several faculty have reported that the current system poses grave threats to the integrity of confidential educational records and communications. Furthermore, it undermines the spirit of the University's recently released "employee Confidentiality Agreement" thereby jeopardizing the ability of faculty to comply with such a policy. It is therefore recommended that the current movement towards the centralization of all printing from faculty offices be reconsidered.

### *MOTION*

Whereas....

1. University personnel recently released an "Employee Confidentiality Agreement" emphasizing the need for all personnel to be vigilant in safeguarding the privacy of sensitive information relative to students and others, and
2. the University has altered its traditional practice of providing individual faculty members with desktop printers to support the production of limited quantities of printed matter (e.g., letters of recommendation, copies of a student's advising record, memos, etc.) in favor of having all printing handled through centrally located Xerox machine, and
3. faculty have brought to the attention of members of the Executive Committee of the Faculty Assembly concerns relative to incidences in which private information has thereby been made available to unintended parties, and
4. such violations of privacy are not only inconsistent with University policies currently in formation relative to confidentiality, but are a direct violation of the spirit of laws governing the privacy of educational records (FERPA, 1974)...

the Faculty Assembly requests that the Administration alter its present planning relative to the purchase and maintenance of faculty desktop printers to allow and encourage the use of centralized printing where appropriate (i.e., in the case of large print jobs) while supporting the need for individual printers to be made available to faculty in their respective offices.