

## Faculty Pool Computer Upgrade Procedures

1. Once a year, each department's inventory information is verified/updated. The information gathered is used to verify current machine location and user information. Based upon this information, the oldest technology computer systems are identified, and these systems then become eligible for replacement with a PC, MAC or laptop.
2. All new first-time full-time permanent faculty members hired by the University will be provided with a new PC or MAC.
3. University computers, previously used by faculty which leave the University, will be picked up by Microcomputing. Computers which meet the current minimum hardware requirements, will be refurbished and redistributed to faculty who have a need for a machine.
4. Microcomputing will provide each College Dean with the following information:
  - A. A list of eligible computers to be replaced and new faculty that will automatically receive new computers.
  - B. An estimate of the number of new computers available to each college.
5. The deans are then asked to work with each of their departments to determine which computers will be replaced. All replacements are provided as follows:
  - A. A computer will be installed on the condition that an existing eligible faculty computer will be replaced.
  - B. One move is allowed in order to remove an eligible computer. For example:
    - Faculty A has a non-eligible computer and Faculty B has a computer eligible for replacement.
    - If Faculty B is on the list to receive a new computer, but the College would prefer Faculty A to receive it, then a new computer can be installed for Faculty A and his/her computer can be moved to Faculty B, resulting in the eligible computer being replaced.
6. Microcomputing will schedule a meeting with the Dean or representative of each College to review any changes or special requirements for the replacement process. The representative of each College is requested to have the following at this meeting:
  - The list of computers to be replaced (name, building and room number), including all reassignments, along with any discrepancies in the original list.
  - Storage location. Each College must provide a secure location to store new computers prior to replacement, and old computers once they are removed. This location will need to be used for a minimum of 60 days.

7. After all adds, deletions and other changes are made to the list, the Dean or College representative is to return a signed statement of approval verifying that the list represents the final allocation of computers for full-time permanent faculty in their College. This allocation list will be used to create the final delivery and installation schedule for computers in all departments.
8. Replacement computers will be pre-loaded with a standard set of University supported software. This shall include:
  - Current version of Windows
  - Internet Explorer browser
  - Mozilla Browser
  - Mozilla Email client
  - Novell network client
  - Microsoft Office
9. With the assistance of each Faculty member, needed data files will be copied to the new computer system.
10. Because other software applications cannot be copied and must be reinstalled, it shall remain the responsibility of the faculty member to reinstall and verify the proper operation of these applications. In the event that a problem is encountered reinstalling a University business related software application, assistance may be obtained by calling the Help Desk at 5-7000.
11. Existing copyrighted software for which no license can be produced, will not be copied to the new machine.
12. Each machine removed will either be reallocated (after deleting all previous information and installing a new software image) or placed in the department's temporary storage area for later pickup by Network Computing. For machines being surplus, the hard drives are destroyed.