I. Purpose and Scope

The purpose of this policy is to explain the IT Division’s role in and support of the “Faculty Computer Allocation/Replacement Policy.” This policy is governed and administered in terms of funding and process by Academic Affairs. The IT Division executes the logistics and procedure.

II. Policy

New first-time, full-time, permanent faculty will be provided a new computer upon hire. Existing faculty will have their computer equipment replaced every four years based on age of equipment and/or specific needs of the department as determined by the college’s Dean, or representative chosen by the Dean. Academic Affairs determines which faculty are included in the new and existing faculty lists. For current procedure and process, please see below.

III. Procedure

A. New Faculty

1. Information Collection
   Each summer, Academic Affairs provides Technical Support Services (TSS) with a list of new faculty members who will receive a new computer prior to the Fall semester. TSS works with a representative from each college to gather individual’s computer needs.

2. Installation
   Once the information is collected, the computers are ordered in mass to take advantage of quantity discounts, and the installations are completed prior to when fall classes begin. Once installations are completed, TSS provides inventory information to Inventory Control.

B. Existing Faculty

1. Information Collection
Each fall, Academic Affairs provides Technical Support Services (TSS) with a list of existing faculty members eligible for computer replacements. TSS gathers computer inventory information from each faculty member and creates a recommended replacement list, based on computer age, for each college. The list is provided to the Dean or representative of the college, who is asked to verify location, and prioritize the recommendations. TSS and the college representatives work together to address any special circumstances or requests, and ultimately agrees on a final replacement list.

2. Installation and Reallocation
   Once approved by the college, the computers are ordered in mass to take advantage of quantity discounts, and the installations proceed once the computers are delivered. As computers are replaced, old computers are collected and repurposed elsewhere in the university.

IV. Related Policies

V. Reason for Revision