



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 5.5073  
UNIT: Information Technology Services  
TITLE: Faculty Computer Allocation and Replacement Policy  
DATE: April 15, 2013  
REVISED: September 15, 2013; November 3, 2014; July 1, 2016; April 20, 2017  
AUTHORIZED: AVP for Information Technology Services

### **I. Purpose and Scope**

The purpose of this policy is to explain the ITS Unit's role in and support of the "**Faculty Computer Allocation/Replacement Policy**". This policy is governed, funded, and administered by Academic Affairs and is dependent on available annual funding. The ITS Unit 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 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.

### **III. Procedure**

#### **A. New Faculty**

1. Information Collection  
Annually Academic Affairs provides Technical Support Services (TSS) with a list of new faculty members who will receive a new computer. 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. Once installations are completed, TSS provides inventory information to Inventory Control.

#### **B. Existing Faculty**

1. Information Collection

Annually, 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 agree on a final replacement list.

2. Installation and Reallocation

Once approved by the college, the computers are ordered in quantity to take advantage of applicable discounts, and the installations proceed once the computers are received from the vendor. As computers are replaced, they are collected by TSS and repurposed elsewhere in the university.

#### **IV. Related Policies**

#### **V. Reason for Revision**

Revised to make minor changes to grammar, spelling, and diction as part of an annual review process. Also added date of last review.

This policy was last reviewed on May 1, 2020.