



Information Technology
Policy
Technology Replacement Policy
for
Faculty & Staff

Computer Refresh Policy

As part of our mission and vision, Information Technology (IT) recognizes that technology is an integral part of teaching, research and administration at the University. It is our intention to provide appropriate and current technology to Faculty and Staff on a regular basis. The University has implemented a three-year replacement cycle for desktop computers for all full-time faculty and staff. As the number of computers increases on campus, while there is a cap on funding, IT may need to extend the replacement cycle to four years. **(Note: IT did not receive bond funding for computers in FY10 or FY11; the replacement cycle has been extended to four years as of September, 2010).**

1. All full-time employees will be provided one computer. The current standard choices are a PC desktop or laptop, a Macintosh desktop or laptop. Current standards will be posted quarterly on the Information Technology Services website. Should an employee require additional components not part of the standard configuration, IT will review the request and may deem it necessary for individual departments to contribute towards the extra costs associated with the additional hardware requested.
2. Departments may request additional computers for auxiliary needs (part-time staff, testing). Depending on purpose of these machines, computers that are three or more years old may be used and will not be considered part of the normal replacement cycle.
3. When a computer is replaced, the old computer will be removed by Information Technology Services. Old computers are often redeployed to other areas on campus. Prior approval to keep older computers must be made. Requests to retain the old computer at time of installation of the replacement computer will not be approved.
4. To determine eligibility, Information Technology Services will meet with a coordinator as designated by their department head or chair up to two times per year to review upgrade needs for their department. Information Technology Services will post on their website by state bar code which range of computers are eligible for upgrades.

Approved: Dr. Jack Miller, Executive Committee, November 15, 2005