

Lindquist College of Arts & Humanities (CAH)

Computer Purchase & Replacement Standard and Guidelines

Purpose

This standard and guidelines apply to all full-time and part-time employees of the Lindquist College of Arts & Humanities (CAH) and to the purchase of all computer-related equipment issued and/or maintained by CAH.

Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Support Specialist before approval from the Dean and/or purchasing party. All machines and peripherals purchased using University funding are the property of the University. The machines and peripherals must be used only in a way that adheres to the PPM of the University.

The Dean will provide funding for the initial computer purchase at time of hiring. Future replacements and upgrades that follow the standard replacement cycle and meet requirements will have funding split 50/50 between the Dean and overseeing department up to the price set in the standard configuration list. Any additional funding will need to be covered by the participating department, or approved by the Dean for a full 50/50 split.

Computer Replacement Cycle

Full-time faculty and staff positions will be assigned one primary workstation. This station may be a laptop or a desktop computer. The machine assigned to the user will be the primary station and covered under the computer replacement cycle. All other machines assigned to a user must be upgraded by the department the user belongs to, or by special request from the college to provide funding or other arrangements at the Dean's discretion.

All machines that meet the criteria to be replaced must be returned to the IT Specialist upon replacement. Users may not keep replaced machines unless approved by the IT Specialist and the Dean. If a user is given approval to retain a machine after its replacement date, then the machine is no longer eligible for upgrades or replacement under standard procedures.

Full-time Faculty, Staff, Directors, Admins

A minimum of a four (4) year cycle will be used for all machine upgrades. This date is calculated based on the date of first assignment, not the date of purchase.

Classroom Computers

A minimum of a four (4) year cycle, or the length of the warranty, will be used for all classroom computer upgrades. This date is calculated based on the date of first assignment, not the date of purchase.

Departmental Part-time Faculty and Staff

Computers needed for departmental part-time faculty and staff will be purchased by the overseeing department or pulled from the college's redistribution pool and/or Property Control. This includes any part-time faculty and staff, student workers, seasonal employees, employees hired for special projects, or temporary users. These machines are not under the replacement responsibility of the college and will not have regular update cycles.

Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the four (4) year replacement cycle ends will be assessed by the IT Specialist. If the machine is inoperable or damaged due to user fault, then it will be the responsibility of the department to provide funding for the machine repair or replacement. If the machine is damaged or inoperable due to reasons beyond the fault of the primary user and it is not covered by the warranty, the Dean will provide funding for the repair or replacement of the machine.

If a machine is repaired during the replacement cycle, the original replacement cycle remains at the time of first issue. Replacement cycles will not reset when changes are made to machines.

If a machine is replaced, a new replacement cycle will be initiated at the date of first assignment for the new machine.

Inherited Machines

Replacement personnel will inherit the machine from their predecessor unless another arrangement is approved by the IT Specialist or Dean. The machine will maintain the original upgrade cycle from the date of first assignment.

Standard Computer Configurations

The IT Specialist will maintain a list of machines that are approved for college purchase. This list will include multiple options for desktop and laptop machines. The cost of each machine on the list will be equal to or less than the approved per-machine cost from the Dean.

Full-time faculty will have the option of a Windows or Apple based machine from the list of standard configurations. If a request is made and approved by the Dean, special arrangements can be made for non-standard machines.

Full-time staff will be given Windows configured machines unless justification can be made for an Apple machine to be issued. This must be approved by the Department Chair and the Dean. Any difference in cost will be covered by the overseeing department.

Peripheral Devices

Desktops

All issued desktop computers, purchased for full-time faculty and staff, will be issued with a CPU, monitor, keyboard, mouse and required cables.

Laptops

All issued laptop computers, purchased for full-time faculty and staff, will be issued with a multi-port adapter, keyboard, mouse, dock, monitor and required cables.

Extra Peripherals

All other peripheral devices will be purchased by the overseeing department. Peripheral devices include extra monitors, adapters, printers, speakers, etc.. Requests may be made to the Dean to provide funding for extra peripherals, and will be decided on a case-by-case basis.

Off Campus and Mobile Devices

University owned, off-campus devices must follow the same policies as on-campus devices. Off-campus devices must be used in accordance with the PPM of the University.

Desktops

All University owned desktop computers for off-campus use must be approved by the IT Specialist and the funding party. An off-campus release form will be signed by the IT Specialist and the user to whom the device is issued. All University owned off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least

once a month. Off-campus devices must stay in their original configuration, and internal components should not be replaced with personally purchased components.

Mobile Devices

All mobile devices will require a checkout form to be signed by the user to whom the device is issued . Mobile devices include iPads, Android tablets, and laptops. All University owned, off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month.