

# Goddard School of Business and Economics (GSBE)

## Computer Purchase & Replacement Standard and Guidelines (BETA)

### Purpose

This standard and guidelines applies to all computer-related equipment issued and/or maintained by GSBE for faculty use.

### Equipment Purchase for University Business

All purchases of IT related equipment and related software for these hardware devices must be coordinated with and approved by the IT Support Specialist before approval from the Dean, Department or purchasing party. This includes but is not limited to PC and Apple Machines, IPADs or other related Tablet Devices, Docking Stations and other such equipment.

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 [10-1](#) and [10-2](#) of the University. Machines and peripherals may be taken away at any time if it is deemed they are not being used in accordance with University policy.

### Computer Replacement Cycle

The college will assign to each faculty and staff 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 college's computer replacement cycle. All other machines assigned to a user must be upgraded using other funds such as those provided by the department or fellowships. Special requests can be made for the college to provide funding or other arrangements at the Dean's discretion.

The IT Support Specialist will maintain a working list of Computers Purchased by the college as well as work on keeping a list of machines purchased using individual or department funds for the purpose of tracking this replacement cycle.

All machines that meet the criteria to be replaced must be returned to the IT Specialist. 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 Dean is no longer financially responsible for any upgrades or replacement of the machine.

## Full-time Faculty, Staff, Directors, Admins

A minimum of a five (5) 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.

Some users are considered to be power users as directed by the department or the Dean and will have a three (3) year replacement cycle.

All Macintosh users will always be on a five (5) year replacement cycle.

## 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. Most classroom upgrades will occur with a room renovation or a desired need for upgrades.

## 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, adjunct professors, 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 (5) 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.

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.

## Peripheral Devices

All peripheral devices will be purchased by the overseeing department. Peripheral devices include extra monitors, adapters, printers, speakers, docking stations, variable desks, web cameras, 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.

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 cannot be replaced by personally purchased components.