



Guidelines for Computer Refresh and Inventory*

The College of Business Administration aims to provide faculty with up-to-date computer and related support services. In addition, every effort will be made, within financial constraints, to provide appropriate computer equipment and services to lecturers and staff members. Faculty members with any unique computing needs related to teaching or research will have to make a request to their chair delineating those needs. All such requests shall be considered by the Dean upon recommendation by the immediate supervisor.

Tenured, Tenure-Track, FERP Faculty Members:

Currently the average refresh cycle for tenured and tenure-track faculty members is approximately four to five years. If there is a special need by a faculty member, where a specific functionality is needed in a computer to support the instruction of a class or research needs then that unit may be replaced prior to the refresh cycle, with the approval of the Dean upon recommendation by the Department Chair.

Faculty are required to turn in their older computer when they receive a new system. However, it is reasonable that faculty will have the new computer as their primary system that is under warranty and one older system as a backup. CBA IT does not have the resources to support more than two systems per faculty member. Furthermore, CBA has to comply with the University policy that requires older systems be appropriately recycled and removed from the inventory,

Computer Inventory Guidelines for faculty:

- (1) Faculty will be notified when they are eligible for a computer refresh, giving them time to perform any necessary back up procedures. IT can assist with such tasks.
- (2) If faculty that have more than 2 systems in their possession will be given 30 days to turn in the over-the-limit systems.
- (3) CBA IT is responsible for computer inventory records, including the notification of faculty that are in violation of this guideline and have more than two computers.
- (4) The Terms of Use signed by faculty when they receive a new computer are clear that they are responsible for misuse, theft, and loss. All theft should be reported to the police with a copy provided to the office of the Associate Dean.
- (5) Computer refresh guidelines do not apply to faculty in their terminal year. In case the computer system of a faculty member in their terminal year cannot be repaired, a functional substitute will be provided.

Lecturers:

Department chairs, upon consultation with IT Director, determine the priority order of lecturers receiving computers. The goal is to provide each lecturer with a computer that meets his or her job-related needs only.

Staff:

Unit directors, upon consultation with IT Director, determine the priority order of staff receiving computers. The goal is to provide each staff member with a computer that meets his or her job-related needs.

*The guidelines only apply to CBA sourced funding.

Approved by Administrative Council on May 4, 2016