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| Policy #: | Title: | Effective Date: |
| Fac/Staff-001 | Minimum Technology Resources for Faculty and Staff | 06/01/2008 |

Policy Description—Information Technology Services (ITS) will provide one computer for each full-time faculty and staff employee whose position requires such technology. Faculty, administrators, and staff members whose positions require mobility are eligible to receive any of the computers cited in the yearly computer recommendations (desktop, laptop or tablet; Apple or Windows platform). Any computer accessory needs greater than the computer recommendations will be the financial responsibility of the requesting college or office.

Each computer will have access to print to a network printer. Exceptions to this are remote locations or employees where providing a network printer would be cost prohibitive. In these cases a local printer will be provided.

Local printers, scanners, PDAs and smartphones will be the financial responsibility of the college or department requesting the equipment. Blank media, batteries and other consumables will be the financial responsibility of the requesting college or office.

Definitions—

Technology—Electronic devices including, but not limited to computers, printers, scanners, PDAs and smartphones.

Rationale for Policy—To state the minimum technology resources that will be provided by Information Technology Services to all full-time faculty, administrators and staff.

On a bi-annual basis ITS will review computer vendors and choose vendor(s) for the next two year period. Annually, ITS will choose standard desktop and laptop models that will be provided. Additional models may be chosen that will include options that will be the financial responsibility of the college or department requesting the optional equipment. All computers will be leased with a minimum three year warranty.

Responsible Department/Person—Information Technology Services/Information Technology Officer

Reference/Related Information—Bi-annual computer vendor recommendations memo and yearly computer replacement memo sent to faculty and staff.

Who should be notified about this policy—Faculty and Staff

Issue Date: 06/01/2008

Modification History—

