AP-05-103 Campus Computer Replacement Policy

Policy

This policy applies to all computers purchased with any University funding source (General Program Revenue (GPR), Program Revenue (PR), grants, etc.) The goal of this policy is to provide the best computing resources to campus within a campus budget dedicated to computer rotation.

All University-owned computers will have a rotation plan and future funding source for replacement identified and documented. The Division of Technology Services (DoTS) is responsible for creation and maintenance of this rotation plan in cooperation with Academic and Administrative units to coordinate purchasing and deployment of replacement computers.

Computer replacements for funded areas are paid for by a central University Computer Replacement account managed by Technology Services in coordination with the Vice Chancellor for Business and Finance. Computers paid for by other University funding sources (grants, program revenue, etc.) and are also subject to a rotation plan working with various PR areas across campus. New computers for employees supported by the GPR Central University Computer Rotation fund will be on a maximum 5-year device rotation. A per-device allowance will be given from the central pool (determined by budget allocations and Division of Technology Services) toward the cost of a replacement computer. State contract computer options provided by the Division of Technology Services will be provided to campus as options for computer replacements as computers come up for replacement.

The general assumptions of the campus computer rotation plan are as follows:

- New faculty and administrative staff should generally receive a new computer upon employment. The Division of Technology Services needs to receive as much advanced notice as possible to order and prepare computers for installation for new hires on their starting date of employment.
- The rotation plan and campus computer inventory and purchasing are the responsibility of DoTS.
- The goal of computer replacement planning for full time faculty and staff is that primary use computers should be less than five years old.
- The Division of Technology Services in accordance with state purchasing contracts and pricing will determine computer brands, models and recommend configurations from which to order. DoTS configures the standard models to meet most campus computing needs. Any exceptions will need to be approved by a Department Chair or Department Director and approved by DoTS.
• When a computer is transferred from one individual to another due to job replacement or the computer is moved to a different location, the Division of Technology Services must be informed in order to update inventory accordingly and to ensure all institutional data is effectively removed from the device as required.
• Part-time staff and student employees will receive refurbished computers deemed capable of running all default applications and usable as a primary device.

**Department/Unit Responsibilities**
Department Chairs and Unit Directors are responsible for on-going adherence to the policy and for working cooperatively with the Division of Technology Services (DoTS) to bring their department into compliance with this policy. In consultation with Deans and Directors, the Chief Information Officer will monitor the effectiveness of this policy.

**Authority**
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Division of Technology Services is responsible for the administration of this policy. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

**Sanctions and Appeals Process**
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

**Contact**
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.