

Computing Equipment Allocation and Purchase Policy

*Version 2, Chowan University 10/17/2006
Office of Information Technology*

General

Maintenance & Support

OIT provides support for computers that use Windows operating systems. Such support includes: hardware maintenance and repair, network services, operating system upgrades, applications software consulting, documentation, training classes, etc.

During 2005-2006 the university leased and/or purchased in excess of 250 Pentium computers which were distributed to various labs, faculty, and staff offices. One hundred new computers will be purchased in 2007. At that time computers will be allocated via an OIT Computer Equipment Request process. Computers purchased via special funds, such as external grants, or startup are owned by the University and are subject to the policy outlined below.

Allocations and Ownership

1. Primary Computers - The University will provide to each faculty member, upon request, a primary computer capable of running all supported applications, including those for word processing, spreadsheet, database, electronic mail, Internet access, library catalogue access, etc. The exact configuration of primary computers will evolve along with the evolution of technology. Each machine will come bundled with a basic application suite and electronic mail package and Internet browser. Maintenance and repairs will be provided at no cost to faculty. Replacement will occur on a 3-4 year cycle, as the university's budget permits.
2. Instructional Support Computers - The University will endeavor to provide, or assist faculty in obtaining, computers for instructional purposes, courseware development, laboratory automation, etc. through start-up funds, external grants, and the annual computer equipment request process. Replacement cycles for computers in this category will be determined on a case-by-case basis. Maintenance and repairs will be provided at no cost to departments.
3. Legacy Computers - Faculty who have legacy computers will continue to receive maintenance support for minor problems but neither repairs nor upgrades will be made if the cost exceeds 30% of the then-current market value of the machine. In some cases faculty may obtain legacy computing equipment for the then-current market value of the machine.

4. Privately Owned Computers - Faculty may purchase computers through Chowan for home use. The University will not provide free maintenance and repair for privately owned faculty computers.

Reallocation

All computers are property of Chowan University and are under the management of the Office of Information Technology. Computers that are allocated to individual faculty and staff members cannot be redeployed or modified without prior OIT approval. Computers that are replaced must be returned to the OIT allocation pool for re-distribution. The equipment may be re-allocated to the original user via the standard equipment request process, if there are no other requests of higher priority at that time.

Computer Requests

Requests are routed from individual faculty or staff members in the fall of the current academic year for new or replacement computers to be purchased in the following school year. These requests are organized and routed to the appropriate Vice President with suggested priorities assigned by the chair. Requests are evaluated jointly by the area Vice President and the Director of Information Technology, and approved, denied, or deferred according to justification and funds available. Department chairs or division heads are to meet with OIT staff to discuss technology strategies and determine accurate budget amounts for requests. These strategies (justification) and budget amounts should be included in detail in the requests.

Standard Computers

Due to the rapid change in computer development, it is impossible to define a standard computer in lasting detail. However, OIT establishes a standard several times a year. This standard computer is capable of meeting the personal productivity needs of faculty and staff. These needs generally include word processing, spreadsheet, e-mail, Internet, and other software along with sufficient excess capacity to meet expansion for the next several years.

Computers for New Faculty

New tenure-track faculty receive a standard computer package, and are expected to use the departmental laser printer or local draft quality printer. Any costs above the cost of the standard package are to be paid for by departmental and/or divisional funds, with approval from the division head and the Director of Information Technology.

New term-appointed faculty are given the best available equipment, as determined by the divisional head and the Director of Information Technology. It is important to request equipment as soon as a term-appointed faculty member is hired.

Computers which were used by departing faculty are reallocated according to the decision made by the divisional head and the Director of Information Technology. These computers do not necessarily remain in the same department or division.

Computers for New Staff:

New staff are expected to use the computer left by their predecessor. In the event that the new staff member is filling a newly-created position, it is up to the department head to make a new computer request to his/her division head.

Purchasing Policy for Technology Equipment

It is the goal of the Office of Information Technology to assure the university community of computer hardware, peripherals, and software that can be supported. The staff members in the Office of Information Technology have the primary responsibility for maintaining the networks, desktop computers, servers, printers, peripherals, and to be certain that quality is maintained at reasonable costs.

All computers and peripheral devices (e.g. printers, scanners, LCD projectors, digital cameras, software, video cards, network cards) which are attached to or used with a computer must be ordered only after consultation with the Director or Information Technology. The review procedure for purchasing any technology equipment and software is intended to provide:

- 1) a centralized point of information about technology items
- 2) a campus-wide inventory of hardware and software
- 3) pricing advantages
- 4) license compliance for software purchases
- 5) hardware and software that can be supported

In order to coordinate and standardize on technology equipment and software purchases in a uniform and planned way so as to avoid duplicate selection which could make the maintenance and operations of the technology program difficult and costly, the following **purchase procedure** is to be used:

- 1) Requisition submitted to the Director of Information Technology for review.
- 2) Requisition initialed and sent to the area Vice President and Business Office for final processing

3) Purchase order approved and signed by the Vice President for Business Affairs and the item ordered, if within the departmental budget constraints.

Approved and endorsed by the Director of Information Technology, Jay Howell 10/17/2006