

Auburn University at Montgomery

Policies and Procedures

Title: PC Allocation and Refresh Policy

Responsible Office: Office of Technology

I. PURPOSE

Auburn University at Montgomery is committed to ensuring that each faculty and staff member has access to a modern computing platform to support the mission of the university. In the fulfillment of this commitment, this policy is designed to guide the allocation and regular replacement of computing equipment.

II. POLICY

This policy applies to the computing equipment provided to the faculty and staff members of the university purchased using Information Technologies funds other than department or startup funding. This policy covers ONE machine per 5-year lifecycle. A lifecycle is the 5-year period after which a primary workstation will be considered for replacement. Computing workstations used by student workers are not covered under the equipment replacement process. Computers that are recovered during this process will be evaluated for usefulness and made available for upgrades if newer than the current student workers computer. This policy is subject to change based on periodic review, budgetary constraints, or other factors deemed necessary by ITS.

III. EFFECTIVE DATE

August 1, 2018

IV. APPLICABILITY

This policy applies to all departments, faculty, employees, students and contracted personnel (hereafter referred to employees) who, as a part of their official university employment receive AUM computing equipment.

V. RESPONSIBILITY

Policy Responsible Office: Office of Technology

Policy Responsible Executive: Chief Information Officer (CIO)

VI. DEFINITIONS

NONE

VII. PROCEDURES

General:

This policy is intended to ensure that their primary computing resource is sufficiently modern and powerful for faculty and staff members. To this end, AUM will allocate and refresh a faculty or staff member's primary workstation through three separate methods:

- a) New Position Computing Allocation
- b) Existing Position Computing Refresh
- c) Existing Computing Update

Standard Configuration:

For new position computing allocation and existing position computing refresh, AUM provides standard configurations for both desktops and laptops. The standard configuration options will be determined each year based on available funds, price-performance analysis, and market conditions. Information on the standard configurations can be found on the ITS SharePoint site.

Department heads must endorse employees who wish to have a laptop based upon job requirements, mobile needs, and use cases. The department is responsible for any difference in cost between the standard model set by ITS and requested upgrades/not standard peripherals.

New Position Computing Allocation:

Newly created positions are eligible to receive one new computer including one monitor when the new hire arrives on campus. Purchases are subject to AUM standard configurations of currently deployed models. Deviation from the standard computer configuration will require approval by new employee's supervisor and review with ITS. This may require budgetary enhancements from the ordering department's operating funds. When a position is vacated, any computer, printer, and other periphery that was assigned to that vacating individual will be returned to ITS so that the technology can be prepared for the next user. When a new hire fills a vacated position, the new hire will assume the technology used or equivalent technology for that position. The computer will be refreshed once it reaches its five-year end of life. The hiring department is responsible to submit a request to ITS via the PC Request Form provided on the ITS SharePoint site.

Existing Position Computing Refresh:

Existing faculty or staff members with computers that are five years or older will be placed on a computer replacement list for review and be eligible to receive one new computer. Purchases are subject to AUM standard configurations of currently deployed models. Deviation from the standard computer configuration will require approval by new employee's supervisor and review with Information Technologies Services. This may require budgetary enhancements from the ordering department's operating funds. Computers may be redeployed to a secondary location within the university beyond the lifecycle period. The additional use beyond the end of the lifecycle period provides AUM with additional computing resources and as a result extends funding available for the standard configuration options.

Existing Computing Update:

For some computers across the university, ITS may update parts prior to the normal five-year lifecycle. In addition, ITS may refurbish equipment that has been returned by departments to re-deploy in other areas or to update equipment for new faculty or staff members hired in existing positions. Such upgrades may extend the normal lifecycle. The extension will be determined and documented by ITS.

Peripherals and Other Equipment:

This policy does not include regular replacement of printers or other peripherals (including monitors, wireless keyboard/mouse, local printers, docking stations, laptop bags, stereo speakers, etc.). The replacement and updating of these peripherals are to be paid for by the individual departments. Copiers and multifunction devices are managed through the individual department, and are not covered by this policy.

Computer Refresh Procedure:

Department heads will be contacted with a list of computers in their area that are eligible for refresh. Anyone that currently has a Windows-based system, and is requesting to switch to a Mac-based system, must be approved by his or her department head, his or her dean or director, and the CIO.

Other Considerations:

- Anyone requesting a laptop should be able to demonstrate the need for computing with mobility needs (i.e. classroom, meeting, off-site use)
- Any systems stolen or lost that the department could have prevented will require department funding of their replacement
- If a computer has accidental damage, the damage that the department could have prevented will require department funding of their replacement or repair
- If a Mac-based system is chosen, job function and software needs should be considered before replacement finalization
- Faculty and staff computers purchased through University computer replacement funds or department funds remain the property of the University. Old computers being replaced are, likewise, the property of the University and will be removed from service when new computers are delivered. Please refer to the Electronic Data Disposal Policy.
- All devices purchased will adhere to applicable IT policies including but not limited to the Appropriate Use Policy and Encryption Policy.

VIII. SANCTIONS

Deliberate disregard of this policy or the protection standards created to implement this policy may be subject to disciplinary action, in accordance with University policies and procedures.

IX. EXCLUSIONS

NONE

X. INTERPRETATION

The Chancellor has the authority to interpret this policy.

APPROVAL TO PROCEED: 

DATE: 8/14/18

APPENDICES

NONE