

Computer Upgrades

Faculty/Staff Computer Upgrade Policy

Computer Purchase and Replacement Policy

All purchases of computer equipment are handled through Information Technology (IT). Information Technology reviews models and pricing annually to maintain a consistent College technology standard that improves our ability to provide hardware support.

Computers on campus are classified as either primary or secondary machines. A primary computer is the computer that has been purchased for an individual position by the College as the main machine. Every full-time faculty and staff member whose job duties require a computer has a primary computer assigned to their position. These computers are replaced by IT on a regular basis.

Secondary computers are additional machines found within departments. These may be for use by part-time employees, adjunct faculty, or for specialty needs. Replacement of these machines is the responsibility of the department.

New Positions vs New People

New staff members inherit the computer used by their predecessor in that position, as do visiting/temporary faculty members. New full-time faculty entering an already existing position are asked in their contract letter to contact IT to discuss computer needs and IT will fund this purchase.

When a new position is created (regardless of whether it is a staff or faculty line), the hiring department must provide the funding for the purchase of the initial machine. In addition, the department must make a permanent budget transfer into the hardware replacement budget of one-third of the price.

Upgrading Primary Computers

Information Technology upgrades primary computers based on a technology standard. All machines on campus are reviewed annually and those that do not meet this standard are replaced. Information

Technology will contact the user when their assigned machine needs to be replaced.

Faculty may select a Windows or Apple desktop or laptop. Staff members are budgeted for a Windows desktop. If they wish any other machine, their department must fund the price differential at initial purchase. In addition, the department must make a permanent budget transfer into the hardware replacement budget of one-third of the price differential.

Secondary Computers

Departments who wish to have secondary computers may purchase new machines through IT or they may request a used computer, paying a minimal fee to cover software licensing. Used computers are in high-demand, so may or may not be available at the time of request. Shared computers are made available for adjuncts and visiting faculty at no charge where appropriate.

Peripherals

The use of multifunction printers is the College standard for staff use and these printers are serviced through Business Services. IT will provide local printers only for full-time faculty and these are limited to the standard model. The department is responsible for purchasing toner for all local printers, with IT responsible for repairs. The purchase of non-standard printers and other peripherals (e.g. larger monitors, scanners) are funded by the department.

Classroom and Laboratory Computers

The instructor computer in each classroom is the responsibility of IT, as are the computers in the following labs: Olin Teaching, Multimedia, Late-Night; Cornell Social Science; Bush Mac; Music; Biology; Modern Language.

Repair and replacement of any printers located in these spaces is the responsibility of IT. Replacement of toner is the responsibility of the department, when the laboratory is specific to that department (Biology, Modern Language, and Music). The printers located in Crummer for student use are also the responsibility of IT, with the toner replaced by The Crummer School.

Disposal

Every computer, whether purchased by IT or by the department is the property of the College. When any computer (primary or secondary) is replaced, the used computer enters the IT inventory for potential reassignment. If IT determines that the computer no longer has value to the College, the computer is given to Business Services for sale as surplus property.