



# Texas Wesleyan University Information & Communication Technology

## Computer Replacement Program Policy

This document defines policies and procedures for replacing university-owned computers through the Computer Replacement Program (CRP).

### Policy

TW wishes to ensure that computing resources on campus are adequate and able to function within the network environment. The CRP seeks to provide appropriate technology for university employees and students.

The CRP endeavors to replace each university-purchased desktop computer once every four years. The volatility of the computer industry and system prices may require lengthening this lifecycle. As such, it is difficult to say definitively that a four-year cycle will be strictly observed.

### Eligibility

Provided the employee requires computing resources in his/her position, office computers of Full-Time employees and Part-Time permanent employees are eligible, as well as, computers in university and departmental teaching labs and classrooms. All qualifying faculty, staff, lab, and classroom computers will be replaced before a student-worker machine may be considered for replacement.

### Requirements

Departments must surrender a like computer with peripherals for each computer with peripherals installed under CRP. This includes any special monitors, keyboards, add-on cards, etc. that were purchased with university funds. Departments may surrender a notebook computer to be replaced by a university-standard desktop computer under CPR.

Departments may not repurpose existing departmental computers within the department to expand the number of computers supported. If a department keeps any special-purpose software or external peripherals for use with the CRP replacements, they must be compatible with the CRP replacement computer and its operating system. Otherwise, the department must upgrade the software or peripherals at departmental cost. All enhancements will be charged to departmental budgets.

### Procedures

1. Computers fitting the criteria for replacement (age > 4 years) are identified through inventory.
2. Deans and Departmental Supervisors send a request to their employees asking them to identify machines to add to the Computer Replacement Priority Lists generated each Fall semester.
3. The lists are merged and duplicate items are removed in preparation for the review process.
4. The Provost Council reviews the list of computers belonging to academic departments and places them in rank order for replacement.
  - a. Machines in computer labs and classrooms (i.e., those affecting the greatest number of students) are always placed at the top of the list during this review.
5. The Vice President of Finance and Administration reviews the list of computers belonging to administrative departments and places them in rank order for replacement after consulting with the other Vice Presidents.
6. The Vice President of Finance and Administration and the Provost hold a meeting to determine the final rank order for replacement for all identified machines.
7. The CRP budget is finalized and computers are purchased by ICT with funds available through the CRP budget.
8. The computers are delivered to ICT for asset identification and management and current software configuration.
9. The computers are deployed by ICT staff, in rank order, using the Computer Replacement Priority List delivered by the VP of Finance and Administration and the Provost.
  - a. Computers on the list are replaced until either: a) no funds are left to purchase machines or b) all eligible computers are replaced.