

Funding for Computer Purchases for Faculty and Staff Policy

Division: Finance and Management

Date Established: 04/20/2015

Responsible Office: Computing and Instructional Technology

Date Last Revised: 04/16/2026

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy provides guidance on the funding process for faculty and staff with campus-owned computers.

POLICY STATEMENT

The campus has allocated funding for a faculty/staff computer purchase/replacement program. This funding applies to all full-time faculty and staff. New full-time employees are eligible to receive one standard computer through this program (their centrally-funded device) which will also be eligible for replacement through the program.

Exceptions: Departments that have only one part-time secretary/staff assistant or a single secretarial/staff assistant line shared by two part-time employees will be granted an exception to the policy – the secretarial/staff assistant line will also be eligible for equipment funded under this policy.

DEFINITIONS

Computer - A desktop or a laptop computing device.

SCOPE & PURPOSE

Computers are a necessary component to the work we all do on campus. Therefore, funding of new and replacement computers has been identified by the authorizing bodies of this policy.

RESPONSIBILITIES

Chief Information Officer

APPLICABILITY

This policy applies to all employees.

RELATED PROCEDURES

IT Purchasing

CONTACT INFORMATION

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Funding for Computer Purchases for Faculty and Staff Policy

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APPROVAL

Prior to 2016

REVISION HISTORY

Date of change: 04/23/2015

Brief description of edit: Adapted to standard template

Date of change: 05/20/16

Brief description of edit: Editorial changes relating to RITE reorganization

Date of change: 11/18/19

Brief description of edit: Minor editorial changes

Date of change: 02/03/2020

Brief description of edit: Editorial change to email address

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Brief description of edit: Reformatted to ADA Accessible Template