

College of Nursing and Health Sciences

Computer Allocation and Reallocation Policy: 1.11

Responsible Officer: Assistant Dean, Business Operations

Purpose

The purpose of this policy is to outline the criteria required for the CNHS Dean's Office to purchase a workstation for a faculty or staff member and to state how used equipment is to be managed by IT staff.

Policy - Computer Allocation

Policy

A workstation is defined as one computer (desktop or laptop with docking station), a keyboard, a mouse and a monitor. IT staff must be consulted prior to any purchase of computer workstations or other technology, regardless of funding source, to ensure available support and compatibility within the current CNHS support infrastructure. All computer workstations in the College of Nursing and Health Sciences must be purchased from the Computer Depot unless there is specific arrangement with IT. IT must be notified of intended or requested computer and mobile device purchases funded by grant, F&A, or startup funds. Researchers are encouraged to consult with IT staff during the grant writing process should technology purchases be included in the grant budget.

New Computer Purchase Criteria:

- The CNHS Dean's Office will purchase 1 standardized workstation for each eligible faculty and staff member. Non-standard workstation packages may be requested, but departments must agree to pay expenses in excess of the cost of a standard workstation. Eligible faculty and staff members include anyone appointed to a position equal to or greater than .5 FTE (not including temporary or visiting faculty). s3.1 (l)-f -5.36 Td 23

CNHS will provide reasonable access to a computer (e.g. in designated part-time faculty office space) to part-time faculty.

Reason for the Policy

Historically, departmental budgets have not allowed for reasonable replacement schedules of workstations, and as such, faculty and staff have had to conduct their activities on less than optimal equipment. CNHS would like