ETSU-Sponsored Computers

Policy Name: ETSU-Sponsored Computers Policy

Policy Purpose

This policy specifies eligibility and requirements for employees receiving desktop and laptop computers through general university funding computer replacement plan.

Applicability

This policy is applicable to eligible staff and faculty positions.

Responsible Official, Office, and Interpretation

The Information Technology Services and Information Technology Council are responsible for the review and revision of this policy. For questions about this policy, please contact Information Technology Services. The Chief Information Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

ETSU-Sponsored Computer

Any laptop or desktop computer purchased through general university funding instead of a departmental or organization index.

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 2 of 8

Policy Name: ETSU-Sponsored Computers Policy

Policy

1. <u>ETSU Computer Replacement.</u>

ETSU provides a base level desktop computer to permanent employees to ensure up-to-date technology, enhance overall operations, and reduce total cost of ownership. These computers are distributed in two categories.

  1.1. New Position Computer Installations.

  Computers for employees in newly created positions are installed in the fall semester of each fiscal year. New employee positions hired during other times will be handled on a case-by-case basis.

  1.2. Warranty-Expired Computer Replacements.

  Computers with warranties expiring before June 30 of the current fiscal year are replaced throughout the year, provided the position meets eligibility criteria.

Employees may choose a Windows or Macintosh desktop or laptop computer and select from at least three configurations for each operating system. When a computer is eligible for replacement, ETSU covers the full cost of a Level 1 Windows desktop computer (base model). The base model cost and upgraded equipment costs vary based on current market values. The employee's department is responsible for paying the cost difference between the base and selected model. Current configurations and pricing are available on the [Computer Replacement website](#).

2. <u>Program Administration.</u>

Information Technology Services (ITS) manages the computer replacement program, including computer installation, maintenance, and procurement. Departments are required to purchase equipment for any positions not covered by this policy. All ETSU-sponsored computers are tagged with a special label to identify them as part of this initiative. The employee's department is responsible for tracking inventory of sponsored computers, including immediately reporting any lost or stolen equipment. Printers and other computing equipment are not included.

Computers are replaced on a four-year cycle, subject to budget availability and allocation. The cost of the base model computer includes a four-year warranty agreement. ITS removes and appropriately surpluses or repurposes old computers when new equipment is installed.

3. <u>Program Requirements.</u>

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 3 of 8

Policy Name: ETSU-Sponsored Computers Policy

ETSU-sponsored computers are assigned to an official position number, not to an individual employee. These computers must remain with the assigned position and cannot be reassigned or moved to other positions.

Sponsored computers are eligible for replacement after the designated replacement cycle. At the end of the cycle, the originally issued computer must be returned to ITS before a replacement computer is installed. Substituting another computer for the sponsored computer is not permitted.

Surplus ETSU-sponsored computers must retain their original hardware configuration (e.g., memory, monitors, optical drives, hard drives, video cards). If a department purchases upgrades, such as additional memory or a larger monitor, the upgraded components may be retained by the department. The department or employee must inform ITS of any upgrades when replacement of the computer is scheduled.

4. Eligibility Criteria.

To qualify for an ETSU-sponsored computer under this policy:

4.1. The employee's position must be a full-time, permanent assignment or newly created full-time faculty or staff assignment and the employee's position must have a position number assigned through the Office of Human Resources.

4.2. The position's primary assignment must be to an unrestricted index as verified by the Office of Budget and Financial Planning.

4.3. Each eligible position is allowed one desktop or laptop computer. Employees with split assignments are not eligible for multiple computers, even if they hold two position numbers.

4.4. ITS will verify employee and position eligibility with the Office of Human Resources and/or the Quillen College of Medicine Office of Finance and Administration.

4.5. Full-time, permanent Tennessee Higher Education Commission (THEC) employees are exempt from these eligibility criteria.

5. Eligibility Exclusions.

The following groups are excluded from receiving a computer under this policy:

5.1. Adjunct faculty members;

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 4 of 8

5.2. Auxiliary Services employees;

5.3. Family Medicine / Family Practice employees;

5.4. Retired, post-retirement, and emeritus employees; and

5.5. Student workers and graduate assistants.

Eligibility for Physical Plant employees is evaluated on a case-by-case basis based on the specific job requirements of the position.

6. <u>Eliminated Positions.</u>

If a position is eliminated, ITS will reclaim and reassign the computer previously used by the position. Refunds are not provided for any upgrade charges that were applied to the departmental index when the computer was purchased. Departments must notify ITS if a position is eliminated or remains unfilled for more than six months after receiving the new computer.

7. <u>Surplus Computers.</u>

Computers eligible for replacement at the end of the replacement cycle will be collected and disposed of following university surplus policies.

1.1. Reserve Inventory.

ITS retains a small inventory of surplus computers for parts and redistribution. These computers remain in ITS inventory and are used as needed for maintenance and repairs.

1.2. Repurposed Computers.

A portion of retrieved computers is made available to departments through the Repurposed Computer Program based on priority need. ITS removes all data from the computers and installs the standard university operating system and software. Departments may purchase a repurposed computer for an additional two years by purchasing a two-year extended warranty from ITS, which covers the cost of parts and any required maintenance. Computers are assigned randomly, and departments cannot request specific devices.

1.3. Proving Area Schools with Technical Assistance.

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 5 of 8

Policy Name: ETSU-Sponsored Computers Policy

Surplus computers not retained by ITS for parts or redistribution are allocated to the Providing Area Schools with Technical Assistance (PASTA) program. The Department of Computing removes all data from the computers after they are collected by ITS. The computers are then refurbished, tested, and provided to local K-12 schools, with priority given to University School. Computers distributed through the PASTA program are designated exclusively for use in K-12 schools and cannot be used for other university purposes. For additional information, refer to the PASTA website.

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 6 of 8

Policy Name: ETSU-Sponsored Computers Policy

Procedures

Computers for new employee positions are installed each fall semester. The replacement of existing sponsored computers occurs throughout the year. Eligible employees are contacted in advance to select a computer model and their preferred installation date. ITS representatives follow up to schedule a specific appointment time and address any special needs or equipment.

Scheduling.

Computers for new employee positions are installed each fall semester. The replacement of existing sponsored computers occurs throughout the year. Eligible employees are contacted in advance to select a computer model and their preferred installation date. ITS representatives follow up to schedule a specific appointment time and address any special needs or equipment.

Standard Software Configurations.

Each desktop computer is installed with a basic software image, including the operating system and standard university software. Exceptions to the standard configuration will be considered individually and must directly support the employee's job requirements.

Network Connectivity.

It is the responsibility of the employee's department to ensure a functional network connection is available before the installation of a new computer.

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 7 of 8

Policy Name: ETSU-Sponsored Computers Policy

Applicable Forms and Websites

Computer Replacement

Providing Area Schools with Technical Assistance

Authority and Revisions

Authority: N/A

Previous Policy: Sponsored Desktop Computers
Computer Policy for Post-Retirees

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the Policy Development and Rule Making Policy webpage.

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

Policy Effective Date: 3/24/2017 • **Policy Revised:** Insert
Procedures Effective Date: 3/24/2017 • **Procedures Revised:** Insert

Page 8 of 8