College of Engineering and Mathematical Sciences
Individual Computer Purchase & Replacement Policy
September, 2016

The CEMS Dean’s Office (DO) understands that having a functioning computer is vitally important to all faculty and staff in the college and the policy below seeks to outline the expectations on the acquisition and management of computers using college resources.

Intent and Purchase Guidelines:

This policy is intended to support basic computing needs of faculty and staff. The maximum funding limit provided by the DO for each purchase, as well as an example specification of a general-purpose computer that falls within this limit, is provided on the following webpage. This webpage will be updated annually to keep pace with developing technology:

http://www.uvm.edu/~cems/?Page=compservices/ComputerReplacement.html&SM=current/_currentmenu.html

While the example provided on this webpage offers an attractive option for purchase, it is not intended to constrain choices. The individual faculty or staff member is the best judge of his/her own basic computing needs and are encouraged to work with CEMS-CF to ensure that he/she receives a computer that meets his/her needs. DO funds can be supplemented via other sources if a purchase amount exceeds the maximum funds provided by the DO.

All purchases will be made through The College of Engineering and Mathematical Sciences Computing Facility (CEMS-CF). CEMS-CF staff will order the computer, take delivery of it, install any necessary software, and deliver it to the end user.

Initial and Replacement Computer Purchase Criteria:

The DO will fund the purchase of 1 standardized computer for each new faculty and staff member who are appointed to a 9- or 12-month position equal to or greater than 0.75 FTE (not including temporary or visiting faculty).

The DO will also fund basic computer replacement approximately every 5 years. All computers replaced via this policy will be collected, redistributed and/or disposed of by CEMS-CF staff. The DO will notify faculty and/or staff who are eligible for replacements in the early Spring of the 5th year so that the purchase can be made prior to the end of the fiscal year.

Warranty, Repair, and Laptop Encryption:

The maximum available manufacturer warranty up to 5 years is a required component of each purchase under this policy. Out-of-warranty repair costs will not be covered by this policy.

To promote compliance with the University Operating Procedure for Information Security, all newly purchased laptops will be encrypted by the CEMS-CF staff.