

**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).
- The Dean's Office will also provide workstations for existing classrooms and student computer labs which are reserved for use by supported Departments or the College as a whole.
- Any computer not covered by either of the previous two conditions is eligible for reallocated equipment. See Computer Reallocation Policy below.
- Departments may use operating or equipment reserve funds to purchase new equipment which is not covered under the Dean's Office purchasing program. Gifts funds may also be used if the fund language permits. Professional development funds may not be used for this purpose. IT consultation is required prior to placing a computer order.

**Policy - Computer Reallocation**

Policy

A workstation is scheduled to be replaced either due to equipment failure or according to the established purchasing cycle (approximately every 5 years). All computers replaced via the CNHS Dean's Office purchasing or replacement activity will be collected, redistributed and/or disposed of by IT staff.

IT staff will consult with each department Chair and/or designee to determine needs and then will set priorities for reallocation. The priority list for reallocated equipment is as follows: visiting faculty/temporary staff greater than .5 FTE; adjunct/part-time faculty; temporary staff less than .5 FTE; and work study students.

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 to ensure that its faculty and staff have workstations that are functioning efficiently and effectively with current technology and software; however, workstations are costly. Thus, this policy is intended to clarify ownership of workstation purchases, the criteria for the CNHS Dean's Office to purchase new equipment, and how used equipment is managed within the college.

### **Applicability of the policy**

This policy applies to all workstations (computer (desktop or laptop), a docking station, a keyboard, a mouse and a monitor) purchased by the CNHS Dean's Office funds and all full-time and part-time faculty and staff of CNHS.