**College of Engineering and Mathematical Sciences**
**Individual Computer Purchase & Replacement Policy**
**May 2020**

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, management, configuration, and disposal of computers using college resources.

## Intent and Purchase Guidelines:

This policy is intended to support basic computing needs of faculty and staff and it applies to all computers being purchased using college as well as grant and gift funds. 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:

https://www.uvm.edu/cems/cems-computer-purchase-replacement-policy-supplemental-information-0

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 is encouraged to work with CEMS-CF to ensure that they receive a computer that meets their needs. DO funds can be supplemented via other UVM 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) or through the IT liaison in the Department of Mathematics and Statistics, regardless of funding source. This is to ensure that all computers are properly configured and documented to comply with University policy and safe computing practices, and to establish eligibility of support from CEMS-CF. Ineligible computing devices may be sent to the university help desk.

## Initial and Replacement Computer Purchase Criteria:

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

At the time of this writing, it is expected that all existing faculty and staff have a primary computer that supports their computing needs. The DO will fund the replacement of a user's existing computer that is 5 years old or older. Computers purchased using other college resources will reset the 5-year period. Computers replaced through this policy will be picked up by CEMS-CF and either redistributed, disposed of, or given back to the user. The CEMS-CF will inventory all computers replaced through this policy if they do not already exist in the inventory. This includes recording system identifiable information such as the MAC address, serial number, hard drive size, memory capacity, operating system, and pertinent information to maintain a proper inventory of all college computers.

The DO will notify faculty and/or staff who are eligible for replacements in the early spring of the 5$^{th}$ year so that the purchase can be made prior to the end of the fiscal year. Units must purchase all computers through CEMS-CF, regardless of funding source, to ensure computers are properly imaged, configured, and documented.