



The University of Vermont

**College of Engineering and Mathematical Sciences
Individual Computer Purchase & Replacement Policy
October 2018**

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:

<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 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 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). CEMS-CF staff will order the computer, take delivery of it, install any necessary software, and make it available for pickup.

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).

At the time of this writing it is expected that all existing faculty and staff have a primary computer that supports their basic computing needs. The DO will fund the replacement of a user's existing primary computer that is 5 years old or older. The DO will continue to fund computer replacement thereafter approximately every 5 years. Computers replaced under the initial phase of this policy will be picked up by CEMS-CF and either redistributed, disposed of or given back to the user for continued UVM use. If the computer is to be redistributed or given back to the user, CEMS-CF will record the MAC address, hard disk size, amount of memory, serial number, operating system and any other pertinent information in order to create and maintain an inventory of college computers in use.

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. Encryption nowadays is fairly standard and will not impact functionality or performance.