

A. Purpose

The purpose of this document is to revise and formalize the current computing replacement practice and procedure.

B. Definitions

- **TT Faculty:** Tenure and/or Tenure-track (TT)
- **Lecturer:** Non TT Instructor
- **Staff:** Non-faculty
- **Teaching Laboratory:** Space not in the registrar's pool equipped with computers for students
- **Allocation:** Permanent-recurring funding given to the College from the University on an annual basis
- **College Funds:** U-account funding and start-up. Does not include gifts, grants or endowments.
- **Replacement Cost:** Standard rate applied to computing replacement. Includes a computer and a monitor.

C. Policy

- **TT Faculty, lecturers and staff, who are part of the College's allocation at 50% or more, will have the primary computer (1) replaced every four years at a replacement cost of \$1,000. This rate will be evaluated every year. TT Faculty members are eligible regardless of the percentage on the allocation.**

D. Eligibility requirements

- **Departments must maintain an updated inventory on an annual basis and these inventories need to be submitted to the College IT unit.**
- **Only primary computers purchased with College funds (including start-up) can be replaced. A desktop computer is considered primary in the case of a desktop versus a laptop. Every other case for primary computers will be determined by the Department and the College's IT unit.**
- **Must be a tenured or tenure-track faculty member or lecturer or staff person with at least 50% funding from the allocation**
 - i. **All tenured or tenure-track faculty members are eligible regardless of the % funded from the allocation**
- **Existing computer must be 4 years or older**

E. Procedural Steps

- Departmental inventories must be updated at the end of the calendar year and should include a note on the computers that are scheduled but have not been replaced for the remainder of that fiscal year. This process will ensure that the College budgets the correct amount for the subsequent fiscal year. The College IT unit and the Departments will work together on this.
- Laboratory computing replacement is not automatic and will require approval from the appropriate Senior Associate Dean(s) and/or the Dean.
- Around the beginning of the fiscal year, the College IT unit will notify the departments of all approved computing replacements.
 - This will happen in two parts
 - Computers due between June and November will be authorized for replacement in the Summer and Fall
 - Computers due between December and May will be authorized for replacement in the Spring
- Departments should process the replacement computers on the departmental account and then arrange for reimbursement with the College's fiscal office.
 - The College's fiscal office will require all backup information including the quotation, FRS proof of charge and any other documents that may be pertinent
 - The Departments have the liberty to subsidize a more expensive cost of replacement. The College will not reimburse any amount above \$1,000.
- TT Faculty, Lecturer, Staff turnover
 - In the event that an eligible individual leaves the Department or is not renewed, then that computer must be given to the replacement.
 - If the individual will not be replaced then that computer needs to be returned to the College's IT unit.
- Departments can either keep or dispose of the replaced computers. Please note that the College's IT unit will only support these replaced computers in cases where the old computer is transferred to a visiting faculty member, adjunct faculty or some other person within the department that is not eligible for the computing replacement program. Departments that choose to dispose the replaced computers must follow the hardware repurposing and decommission policy (see attached).

Below are the steps to follow in this case:

 - Send email to security@miami.edu
 - List the computer(s) that need to be disposed of
 - Only CPU's with hard drives or CPU's with the matching monitor and other peripheral hardware are eligible

- Monitors or any other type of peripheral hardware in isolation of the CPU will not be accepted
- No printers

Remarks:

The amount of \$1,000 is a special price offered by Dell through the University unique to our computer replacement program. The affordability of the program is contingent upon the College's ability to generate sufficient semi-recurring funds on an annual basis. Alterations to the plan may be necessary should the plan be underfunded.