

## Computer Life Cycle

**Desktop Computers:** Any full-time faculty or staff member whose position justifies a computer is entitled to a desktop computer. Computer makes and models are established each year based upon campus needs, available funds, value to price analysis, and market conditions. Working in coordination with the Campus Technology Support Service's (CTSS) office administrator, divisions and departments ensure their staff has the equipment needed to perform their jobs. Each desktop computer purchased by CTSS under the life-cycle policy shall have, at a minimum, a four-year life. At the end of the four-year period, CTSS staff will evaluate its usefulness and determine if it should be replaced with new equipment. Monitors will be evaluated for replacement on a six-year life cycle, or as needed. Within the next four years all machines purchased by/with College funds (1) will be included in the life-cycle replacement program. Machines, purchased through grant funds, individual departments, etc., may be considered for replacement when requests are made during the annual budget process, if funds are available. Those machines requiring replacement in less than the four-year replacement cycle will be done on a special request bases. These requests will be measured/judged against a predetermined set of criteria recommended by the CITC and AFRC Committees and approved by the President's Cabinet. Requests should be made as early in the budget process as possible and no later than March 15th. Any computers being replaced before their fourth year will be removed for repurposing when the new computer is delivered. (See note below for procedures for requesting fourth-year computers and the conditions of support when supplied.)

**Laptop/Notebook computers:** With proper justification faculty and staff members can elect to replace their desktop computer with a laptop/notebook computer. Laptops function as the desktop computer, but offer mobility for those needing to work away from the office. These machines will also be covered under the four-year life-cycle replacement program. Please use the Information on the Life Cycle Process link for additional information. For the next several years until all machines can be placed on the Four-Year Life Cycle Program the following guidelines will be exercised for anyone requesting to obtain a machine entering its fourth year of life:

Requests for four-year machines should be made during the normal annual budget process and no later than March 1st.

Maintenance and upgrades will only be performed by CTSS staff on a time available basis.

CTSS may not be able to provide network connections for some of these machines.

Additional machines in use will affect software licensing; therefore, some campus software may need to be removed.

Since this equipment is a limited resource, placement of them is based upon the greatest needs identified on campus.