SCJ Computer Replacement Policy

10/12/2021

The goal of this policy is to ensure that the university-owned computers and peripherals utilized by faculty and staff are sufficiently suited to the activities necessary to carry out the mission of the SCJ. The SCJ will provide each faculty member and staff with one computer (laptop or desktop) and required peripherals (keyboard, mouse, monitor as required). Computers and peripherals purchased with grants or professional development funds *are not covered* by this policy.

Replacement Process:

The SCJ Business Manager will maintain a computer purchase roster and will ask for replacement requests annually. Computer and peripheral replacements will be based on need and the available budget. There may be insufficient resources to address every request. When appropriate, computers may be refreshed and swapped between offices instead of purchased as new. Special circumstances such as theft or damage may require additional purchases during the year.

Criteria for Replacement:

The need for replacement is based on the work performed, a computer's hardware specifications, and the age of the machine. We will request a diagnostic from Computer Services to determine if an upgrade of components is sufficient or if a complete upgrade is required. Computers that are five years old or order are highest priority to replace, except in special cases required for specific projects (e.g., an advanced configuration).

Configurations:

Faculty and staff can choose a Dell or Apple, laptop or desktop as a replacement. Standard university configurations are used when purchasing new devices. SCJ Dean may determine that certain configurations are cost-prohibitive and either provide alternative configurations or have faculty or staff contribute to the additional costs incurred by the configuration.