

Faculty Computer Replacement Policies

Instructional Technology
Rowan University
Revised 2009

Policies

Full-time tenure-track faculty members are eligible to receive a new computer every 4 years. Computers are generally ordered in August-September and replaced during the fall semester. During the summer term, Instructional Technology will consult with Rowan colleges, departments, and faculty to prioritize and finalize needs and computers to be replaced. The goals of the replacement policies are to:

1. Assure that appropriate computing resources are available to computing facilities, classrooms, and college faculty to support the mission of the institution;
2. Assure that faculty who use computing resources have a computer of sufficient capability to fulfill academic responsibilities;
3. Implement minimum standards for ubiquitous computing on campus; and
4. Encourage planning, cost-effective installation of new equipment and disposal of old equipment.

New Faculty

New full-time tenure-track faculty members are eligible to receive one new computer when they arrive on campus. New faculty computer appropriation takes precedence over existing faculty computer appropriation. Purchases are subject to Rowan computer specifications and a budget not exceeding \$1500 per computer. By the nature of their responsibilities or other requirements, some individuals may need more features. In these cases, exceptions may be made. The number of new computers ordered corresponds directly to the budget allotted for such purchases.

Existing Faculty

Existing full-time tenure-track faculty with outdated computers, typically over 4 years old, will be placed on a computer replacement list for review and be eligible to receive one new computer. Purchases are subject to Rowan computer specifications and a budget not exceeding \$1500 per computer. By the nature of their responsibilities or other requirements, some individuals may need more features. In these cases, exceptions may be made. The number of new computers ordered corresponds directly to the budget allotted for such purchases.

Purchasing and Distribution of New Faculty Computers

Faculty computers are purchased once per year after current faculty computer needs are assessed and prioritized and eligible faculty are identified. In the fall semester, these prioritized computer replacement lists for existing faculty will be distributed to the corresponding college Dean and departments for further evaluation of need and appropriateness. This reviewed list will then be collated according to estimated resource numbers and costs then forwarded to the Associate-Provost for Information Resources for final approval. Orders for new computers will be placed during summer and distribution scheduled for the fall semester. The number of new computers ordered corresponds directly to the budget allotted for such purchases. Replaced computers are the property of Rowan University and are not available for personal or other use.

Purchase of computers from departmental operating budgets for full-time tenure-track faculty should be discouraged. The Director of Instructional Technology should be consulted on computer purchases in order to provide a ubiquitous computing environment at Rowan. Computers purchased with department funds, grants, special one-time funding and computers that are an integral part of a piece of scientific equipment or are used primarily for research purposes will be supported by IR when consultation is provided.

Ownership and Support

Faculty computers purchased through Rowan computer replacement funds remain the property of Rowan University. In this way, faculty computers are for use at Rowan only and are not permitted to leave the campus for home or other use (unless the computer is a laptop). Replaced computers are, likewise, the property of Rowan and will be removed from service when new computers are delivered. *We do not support replaced computers. Faculty may request to keep their old computers for legacy compatibility only.*

We Recommend Laptops

We highly recommends faculty purchasing laptops for their computing needs. Laptops offer considerable advantages for faculty: the convenience of having a computer for their office and home, for workshops and conferences, and for in-field study and research. Rowan will waive the \$1500 limit for laptop purchases -- compliant to IR specifications.

Laptops

Laptop computers are the responsibility of the faculty member. Instructional Technology does not provide funds to replace lost or stolen laptops. Faculty should take the necessary precautions when using laptop computers:

1. Never leave your laptop unattended.
2. Secure your laptop in your office.
3. Don't store laptop computers in overhead compartments on airplanes.
4. Don't eat or drink while computing.
5. Don't press against a laptop computer screen.
6. Don't drop your computer!

Hardware Standards

Computer guidelines and standards are based on the current technology available combined with the current needs of the end-user today. These apply to both the Macintosh and Windows platforms. The primary considerations for each configuration (desktop, printing, portable computing) are:

1. Ease of connectivity to the college network
2. Consistent performance of all integrated components in our network environment
3. Industry leader with an established track record in manufacturing, sales and service
4. Successful in-house experience with the chosen product and configuration
5. Imaging consistency and promotion of ubiquitous computing across campus
6. The machine has a minimum campus lifetime of four years

File Storage and Management

Legacy technologies such as floppy drives and Zip drives are no longer considered essential computer components. There are more economical and effective alternatives for file storage and management. CDRW (re-writable CD), LAN storage (H drive), and USB Flash (Keychain) drives are more portable and scalable solutions.

Legacy Technology

Every attempt will be made to provide essential legacy technologies when necessary to support continuity or transitioning of computing at Rowan. Faculty requiring legacy technology for specific needs should provide their requirements to Instructional Technology.

Timeline: Faculty Computer Replacement Lists

- *August:* Instructional Technology will distribute prioritized lists of faculty computer replacement needs to Rowan Deans and department heads. This list will be prioritized according to computer processor, age, and other factors that determine usefulness of computing in the Rowan environment. Colleges and departments will then have the opportunity to re-prioritize and revise these lists according to college and department needs.
- *October:* All revised faculty replacement lists should be sent back to Instructional Technology. These lists will be reviewed again by Instructional Technology. The number of computers ordered is contingent on the funding available. Colleges may opt to provide faculty with refurbished computers (see below) as a method of upgrading the overall computer level in their respective departments.
- NSS will begin to distribute new computers 2-3 weeks after delivery to Rowan.

For more information, please contact:

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