Leased Computer Replacement Cycle Procedure

Office: Information Technology

Procedure Contact: Chief Information Officer

Revision History

Revision Number:	Change:	Date:
1.0	Initial version	01/01/2013
1.1	Format changes	03/24/2014
1.2	Budget process notes added	08/25/2016

A. Purpose

Southern Oregon University provides leased computing resources to faculty, staff, and students. This procedure defines the process for acquisition, re-use, and return of leased computer equipment.

B. Procedure

1. University Desktop and Laptop Standards
   a. The Technology Council will annually review the standards for desktop and laptop configurations in consultation with the Department of Information Technology. This process will include both Macintosh and PC configurations.
   b. Machine standards will be selected that offer a four year life expectancy, not just based on cost alone.
   c. These desktop and laptop standards will be used for all replacement cycle computers purchasing unless an exception is requested to and approval granted by the Chief Information Officer. Any additional expenses associated with an exception will be funded by the requesting department and full payment will be made at initial purchase.

2. Faculty and Staff Computers
   a. The University will provide a standard desktop or laptop computer for all permanent full-time faculty and staff that operates at a minimum university standard. The computers will be leased and will be replaced every four years. Computers that do not meet the minimum standard will be replaced or upgraded.
   b. Faculty and staff will have their choice of platform (Macintosh or PC) and type (mobile or desktop).
   c. The University may provide a standard desktop or laptop computer to other needs as determined by Division Directors, Division Vice Presidents, or the Department of Information Technology. This includes part-time faculty, part-time staff, and other uses where a need is identified (e.g. student employee workstation). These requests will be approved on a case by case basis.
   d. Approved requests for additional computers are still subject to the university's budget process. Approval by any of the parties in paragraph (c) does not guarantee that additional funds will be allocated.

3. Classroom, Conference Room, and Lab Computers
   a. Classroom, conference room, and lab computers will be leased and replaced every four years. Computers that do not currently meet the minimum standard will be replaced or upgraded.
   b. The locations and quantities of lab and classroom computers are subject to review and approved by the Technology Council. Decisions may be appealed to the University Planning Board.
   c. Approved requests for additional lab and classroom computers are still subject to the university's budget process. Approval by the Technology Council or the University Planning Board does not guarantee that additional funds will be allocated.

4. Extraordinary Requests

Requests for extraordinary computing equipment (e.g. research grants or special needs) will be handled on a case by case basis. These computers may be purchased or leased depending on the circumstances. For example, a computer used for research will be purchased using research grant funds if the grant includes an allowance for technology. These requests require the approval of the appropriate Academic Dean or Division Vice President and the Chief Information Officer. Approval by any of the parties mentioned previously does not guarantee that additional funds, if required, will be allocated.

5. Ownership, Resale, and Modification
   a. Leased computers are not owned by Southern Oregon University and may not be permanently modified. The Department of Information Technology may implement limited modifications under special circumstances. The costs of such modifications will be funded by the requesting department.
   b. Leased computers are returned to the lessor for disposal. Southern Oregon University does not have the ability to purchase computers off the lease for personal resale or donation.
   c. University-owned computers displaced by installation of new equipment will be collected by the Department of Information Technology for redeployment or disposal as appropriate and in accordance with the University's Surplus Computer Equipment Disposal Policy (FAD.041).

6. Funding
   a. Funding for general fund supported departments, programs, and divisions is provided as part of the university's regular budget.
   b. Auxiliary departments are required to participate in the financing program, but will be charged for their participation. The cost of a computer will be amortized over its four-year lifespan. This cost will be charged annually to the responsible auxiliary department or program. Only the actual cost, including interest costs, will be charged; overhead for managing the lifecycle will be absorbed by Information Technology.
   c. It is expected that all University computers will be included in the financing program except machines purchased with Professional Development Account funds, internal or external grants, or restricted/endowed funds.
   d. Professional Development Account funds may not be used to acquire leased computers or equipment.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately.

C. Associated Procedures or Other Information
Surplus Computer Equipment Disposal Policy FAD.041