

Emory College

Computer Replacement Policy

The College has developed a computer replacement policy to provide routine replacement of faculty and staff computers. The intent of this policy is to provide a reasonably robust computing environment for faculty and staff on campus while ensuring that the pool of computers supported by the computer support staff remains in a steady state.

The College is responsible for providing each faculty and staff member with ONE computer. That computer will be defined as the primary computer for the purpose of this replacement policy. The College periodically replaces primary machines based on the age of the machine, the capabilities of the machine, security reasons and budgetary availability. Machines are replaced roughly every four years.

Using the computer inventory compiled and maintained by the computer support staff, determinations will be made for a standard College computer. Primary computers assigned to faculty and staff that are below that standard will be systematically replaced.

To obtain optimal pricing, computers will be ordered in bulk by the College. This standardized approach will allow for long-term viability of the machines and consistencies in support.

New computers purchased for faculty and staff are the property of the College and should remain in faculty/staff offices. They may not be taken home or moved into research or lab facilities. The machines are to be surrendered upon faculty or staff separation from the University.

Deviations from the standard computer models are possible; however the department or faculty member is responsible to fund the difference in the cost. The manager of Emory College Computing Support must be involved in the consultation and procurement of these non-standard machines. These machines continue to be the property of the Emory College and are subject to this computer replacement policy.

A condition of receiving a replacement computer is the surrender of the replaced (old) computer to the College. These computers will be used at the discretion of the College and will be used to upgrade student workers' computers, outdated research computers, general department use computers, etc.

Department heads needing replaced (old) computers must submit written requests to Danon Vaughn (dvvaugh@emory.edu). Unused replaced computers will be sent to Emory Surplus for sale or disposal. No personal or department sales will be conducted.

The College Replacement Policy does not cover printers and peripherals. Replacements and repairs are to be paid for using departmental maintenance funds.

Academic laboratories and computer classrooms are inventoried and maintained separately. Therefore, this policy does not apply to them. Replacement of research computers is the responsibility of the department and/or the primary investigator using startup or appropriate grant funds.

Revised June 2017