



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, the College will determine annually the standard for College computers. Primary computers assigned to faculty and staff that fall below that standard will be replaced.

To obtain optimal pricing, computers will be ordered in bulk by the College. This will standardize computers in the College, which will allow for easier and more cost effective maintenance by support staff. New computers purchased for faculty/staff are the property of the College and should remain in faculty/staff offices. They may not be taken home for use there or moved into research or lab facilities.

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 These computers will be used at the discretion of the College to upgrade student workers' computers, outdated research computers, general department use computers, etc.

If a department needs any replaced computers, a written request should be submitted to Michael Derry (mderry@emory.edu) before the replacement computers have been allocated. Typically, the replaced (old) computer will take the place of something still older which is then surplus. In the request, the older equipment should be specified. In addition, replaced computers will only be available for individual purchase through surplus properties. No in-department sales will be conducted.

Academic laboratories and computer classrooms are inventoried and maintained separately. Therefore, this policy does not apply to them.