Dumke College of Health Professions (DCHP)
Computer Purchase & Replacement Standard and Guidelines

Purpose

This standard and guidelines apply to   employees of the Dumke College of Health Professions (DCHP) and the purchase of all computer-related equipment issued and/or maintained by DCHP.

Equipment Purchase for University Business

All purchases of computer equipment through the university must be coordinated with and approved by the IT support specialist before approval from the dean or purchasing party. All machines and peripherals purchased using university funding are the property of the university. These machines and peripherals must be used only in a manner that adheres to the PPM of the university. Machines and peripherals may be taken away at any time if it is deemed they are not being used in accordance with university policy.

Computer Replacement Cycle

Full-time faculty and staff positions will be assigned at least one primary computer – depending on true need as determined by the dean and department. This computer may be...

A four (4) year cycle, or the length of the warranty, will be used generally for all classroom computer upgrades depending on the computer and use. This date is calculated based on the date of first assignment, not the date of purchase. This replacement life cycle is dependent on budget requirements and available funding.

Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the three (3) year replacement cycle ends will be assessed by the IT specialist. If the machine is inoperable or damaged due to user fault, then it will be the responsibility of the user, department and/or college to provide funding for the machine repair or replacement as determined by the IT specialist and the dean. If the machine is damaged or inoperable due to reasons beyond the fault of the primary user and it is not covered by the warranty, the department and/or dean will provide funding for the repair or replacement of the machine.

If a machine is repaired during the replacement cycle, the original replacement cycle remains at the time of first issue. Replacement cycles may not reset when changes are made to machines depending on machine, changes, and/or use.

If a machine is replaced, a new replacement cycle will be initiated at the date of first assignment for the new machine.

Inherited Machines

Replacement personnel will inherit the machine from their predecessor unless another arrangement is approved by the IT specialist and dean. The machine will maintain the original upgrade cycle from the date of first assignment.

Standard Computer Configurations

The IT specialist will maintain a list of machines that are approved for college and department purchase. This list will include multiple options for desktop and laptop machines. The cost of each machine on the list will be generally equal to or less than the approved per machine cost from the dean but exceptions will exist depending on machine, use, and funding source.

Peripheral Devices

Desktops

All issued desktop computers, purchased for full-time faculty and staff, will be issued with a CPU, monitor, keyboard and mouse.

Laptops

All issued laptop computers, purchased for full-time faculty and staff, will be issued with a CPU and a compatible docking station for their Weber campus office.

Extra Peripherals

All other peripheral devices will be purchased by the overseeing department and/or dean. Peripheral devices may include extra monitors, adapters, printers, speakers, etc. Requests may be made to the department chair or dean and IT specialist dependent on IT management arrangement to provide funding for extra peripherals, and will be decided on a case-by-case basis.

Off Campus and Mobile Devices

University owned, off campus devices must follow the same policies as on campus devices. Off campus devices must be used in accordance with the PPM of the university.

Desktops

All university owned desktop computers for off campus use must be approved by the IT specialist and the funding party. An off campus release form will be signed by the IT specialist and the user to whom the device is issued. All university-owned off campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month. Off campus devices should stay in their original configuration and any modification must include the department chair and/or dean and the IT specialist.

Mobile Devices

All mobile devices will require a checkout form to be signed by the user to whom the device is issued. Mobile devices include iPads, Android tablets, laptops and other computing devices. All university-owned, off campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month.