

## **CEHD Computer Refreshment Policy**

A goal of the College of Education and Human Development (CEHD) is that CEHD employees in core academic units have the computing resources they need to do their jobs effectively. To that end, the Office of Educational Technology (OET) will make resources available, according to the following guidelines:

### **1) Requests for Faculty and Staff**

The Office of Educational Technology will supply faculty and staff in academic units funding to replace or upgrade desktop computers with monitors or laptops on a five-year rotating basis. This specifically includes faculty on continuing, benefited appointments and permanent, benefited exempt and non-exempt staff.

At the recommendation of the unit head or their designee, and after a computer assessment by OET, OET will provide an allotment of \$1,000 for a Windows computer or \$1300 for a Macintosh computer. The allotment amount will be reviewed each year by OET based on current equipment costs. Computer purchases that exceed the base allotment (to meet special needs of faculty research, for example) must be justified by the unit head, and, in these cases, there will be an expectation of cost sharing with the unit. Supplemental funds may be used to pay for purchases that exceed the base allotment. Peripheral equipment or equipment that would substitute for desktop or laptop refreshment (e.g., iPads, second monitors, docking stations, or printers) is outside of the CEHD policy.

This funding is intended to be used for the primary computer for a faculty member's office on campus. It is not intended to provide a second machine for home use.

The Dean's Office will continue to provide funding to purchase an initial computer setup, desktop and monitor or laptop, for new faculty.

Periodically, the University provides funding to upgrade equipment for administrative staff, particularly in response to changes in the University's computing environment. The availability of such funding might alter the College's and OET's funding of new computers.

## **2) Requests for Equipment**

Planning for equipment upgrades should be done on an annual basis as part of the regular budget planning process for the unit. The unit head or other unit representative should contact OET at [oet-help@udel.edu](mailto:oet-help@udel.edu) to schedule an assessment to determine the need for individual computer refreshment.

If a computer breaks outside of the warranty period and out of the five-year schedule, OET will assess if it can be repaired with a less expensive option such as reinstalling the operating system, upgrading the memory, or purchasing a replacement part. If it is likely that one of these measures will help, OET will provide the replacement part.

If it is unlikely that hardware or software will help, OET will recommend computer replacement and will provide the base allotment for a new computer with a required three-year or longer maintenance agreement. Computers without a three-year or longer maintenance agreement cannot be purchased.

## **3) Other Unit and Laboratory Needs**

Requests for larger scale computing needs, such as instructional laboratories, will be handled as part of the unit's yearly budget planning process.

## **4) Inventory and Cascading of Equipment**

The Office of Educational Technology will maintain accurate records of computing equipment purchases, to assist the Dean's Office and OET in the funding of computing needs and to facilitate any recycling of machines as appropriate.