Policy Area: Technology	**Subject:** Faculty Computer Systems
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1. **Rationale or background to policy:**
   - To establish consistency in the computer systems employed throughout the School of Pharmacy.
   - To establish clear guidelines on the replacement plan for out dated systems.

2. **Policy Statement**:

New hires:
   - Faculty will choose from 2 standard desktop configurations – either Apple or Dell, with a Hewlitt-Packard all-in-one printer/scanner.
   - Faculty *may* purchase a laptop or iPad, according to their needs. This need will be determined in consultation with the appropriate School Director.

Replacement plan:
   - A database of systems and date of purchase will be maintained by the IT support staff.
   - The School of Pharmacy will replace desktop systems with the following priorities: age of system, current stability of system, budgetary constraints.
   - A replacement cycle of 5 years is anticipated.
   - Systems utilized by faculty that are otherwise in good operating condition will be re-deployed to another faculty member in lieu of purchasing a new system at that time.
   - Faculty desktop systems that are taken out of service will be utilized in research labs, as appropriate.

3. **Procedures:**

New hires:
   - IT personnel will work with the School Director to determine the preference of the incoming faculty member. The order will take place at the time of offer acceptance, which will allow new faculty to have a system immediately.

Replacements:
   - During the annual budget development period, IT personnel will submit an estimate of the anticipated costs for replacement of outdated systems for the upcoming year.
   - Systems in good operating system that are not in use will be assigned first.
   - New systems will be ordered according to the standard desktop configurations that are recommended at that time.
   - Laptop/iPad replacements will not be replaced, unless justification for the exception is recommended by the School Director and approved by the Administrative team.

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Labs:
- Lab systems will be updated as required. Previously used faculty desktop systems will be given priority before purchasing a new system.

Misc:
- The standard configurations will be updated periodically to keep pace with advances in technology.