



Teaching Faculty Computer Refresh

Policy IT014

Volume 10, Information Technology

Responsible Administrator(s): Vice President for Information and CIO; Vice President for Academic Affairs; Vice President for Finance and Administration

Responsible Office(s): Office of Information Technology; Office of Academic Affairs; and Office of Finance and Administration

Issued: August 2016

Last Updated: July 2017

Policy Statement

The purpose of this policy is to provide a coordinated, centralized, and sustainable computer hardware refresh process for all classroom teaching faculty (Faculty). FIT computers will be replaced based on level of user and type of machine. This process will improve system dependability, administration, and cost management. FIT-Information Technology (IT) will coordinate administration of this policy with input from Academic Affairs and Finance.

Reason for the Policy

As part of our mission and vision, FIT IT recognizes that technology is an integral part of teaching at FIT. It is our intention to provide appropriate and current technology to Faculty on a coordinated basis. The standardization of computer configuration offerings into tiers improves efficiency in IT support, asset management, inventory control, and cost management. The rapid change in software necessitates a periodic structured computer hardware refresh process.

Who is Responsible for this Policy

- Vice President for Information Technology and CIO
- Vice President for Academic Affairs
- Deans

Who is Affected by this Policy

- Deans
- Teaching Faculty

Definitions

N/A

Principles

- **General Requirements**

- All full-time teaching Faculty, as well as adjunct teachers, who have shared computers are eligible for the refresh program.
- FIT IT will maintain the inventory of Faculty computers and will periodically, no less frequently than annually, prepare a list of individuals whose computers have reached the designated refresh cycle – four years of use for General and Advanced users, three years for Super Users – for review with Academic Affairs.
- Eligible teaching faculty will be notified by IT regarding their automatic eligibility for a computer refresh. The notification will identify the type (described below) of computer they will be getting based on their original computer assignment.
- Peripheral equipment (laptop docking stations, printers, mobile devices) is not included in the computer refresh program. At the discretion of IT, monitors may be included in a specific faculty member's refresh.
- Individuals will only be entitled to one computer as designated by Academic Affairs.
- The types of computer and user levels are determined by the job faculty are assigned to do. IT will work with Academic Affairs to determine the class of desktop appropriate for each Faculty member. The general framework for making these determinations is listed below.
- Individuals should never keep FIT files (of any type) on a desktop/laptop computer. FIT files should be maintained on departmental drives ("M," "N," "T," or College-approved cloud drives) to ensure that files are properly backed up.

- **Types of Computers and User Levels**

The standardization of computer configuration is fundamental to efficient IT support, asset management, cost management, and inventory control processes.

- **Windows**

- **General** - For Faculty who work in both desktop and internet-based applications such as MS Office, Google Apps, Banner, most Adobe applications, presentations, etc.
- **Advanced** - For Faculty who work in both desktop and internet-based applications including higher-end graphics, 3D, and media rich programs (Adobe Photoshop, Adobe Illustrator).

- **Apple**

- **General** - For Faculty who work in both desktop and internet-based applications such as MS Office, Google Apps, Banner, most Adobe applications, presentations, etc.
- **Advanced** - For Faculty who work in both desktop and internet-based applications including higher-end graphics, 3D, and media rich programs (Adobe Photoshop, Adobe Illustrator).
- **Super User** – For Faculty that work in very high-end graphic and video management software. These computers have extensive storage and processing power.

Responsibilities

N/A

Procedures

FIT IT has partnered with Academic Affairs and Finance to establish an efficient and effective computer refresh workflow process that addresses classroom teaching faculty requests, approvals, purchasing and asset management and inventory control processes.

- **Teaching Faculty Requests and Approvals**
 - FIT IT will share Faculty inventory lists with the Deans to confirm the Faculty that will have computers refreshed.
 - Once validated, FIT IT will notify the Faculty eligible for a refresh and provide instructions and a timeframe for the refresh.
 - Faculty will then indicate that they have received the notification and approve the refresh timeframe.
 - Faculty computer user information is stored in a database housed in FIT IT. Any request to change the type of computer assigned to Faculty must be made through the Dean and approved by Vice President of Academic Affairs. FIT IT will not accept change requests directly from Faculty.
 - Faculty are generally responsible for migrating files (docs, teaching aids, etc.) from their existing desktop to their new desktop. At its sole discretion, IT may provide some assistance to move large files.
 - Computers will be refreshed within the fiscal year in which they are determined to be end-of-life.
 - Computers for new Faculty are handled as part of the standard on-boarding process. The computers will then be covered by this refresh policy.

- **Asset Management and Inventory Control**
 - The replaced computers will be collected by IT.

Violations

N/A

Related Policies

- No Related Policies

Related Documents

- [FIT Information Technology website](#)

Contacts

- **Information Technology**
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