

UW Tacoma Computer Renewal Principles and Guidelines (10/1/2020)

Given there is sufficient funding, UW Tacoma Information Technology (UWT-IT) will replace computers that are five years or older within each biennium, based on the campus computer inventory managed by UWT-IT. Replacement is prioritized as follows:

Top Priority:

- Full-time/permanent faculty/staff employees
- Centrally scheduled smart classrooms and computer classrooms (both Macintosh and PC)

Second Priority:

- UWT-IT computer labs
- Campus-level smart conference rooms and breakout rooms

Third Priority:

- Part-time faculty and staff employees

Replacement guidelines:

- UWT-IT will replace the standard computer, keyboard, and mouse. The display and any peripheral devices are the responsibility of the individual school/ department.
- Individual schools/departments can pay the difference in cost to purchase higher-end computers for staff/ faculty at their discretion. All computer upgrades must be reviewed and authorized by UWTIT.
- In the event a school/department opts to provide staff or faculty members a laptop in place of a standard desktop, the school/ department is responsible for the difference in cost for the selected device and the standard laptop/desktop workstation. The laptop must be reviewed and authorized by UWT-IT before the purchase can be made.
- Replacement of computers for student workers, reception desks, and other areas not identified as staff/ faculty locations are the responsibility of the department.
- When a replacement computer is made available to the faculty/ staff employee, the old computer must be returned to UWT-IT for surplus.
- Cost for any out of cycle computer replacement is the responsibility of the individual school/ department. UWT-IT will process the request and provide technical support, but not be responsible for the cost.
- If the computer assigned to the faculty/staff employee is broken and not repairable before five years, the department and UWT-IT will discuss the replacement cost.
- Standard software packages (Microsoft Office Suite, Husky OnNet, R, R Studio, SPSS, Sophos, and Zoom) will be included with new computer configurations. If the staff/ faculty member requires specialized software, the school/ department is responsible for the cost.
- UWT-IT will renew individual faculty member laptops, so long as the school agrees to share costs associated with the purchase of the new equipment.

Additional guidelines for Mac Users:

- UWT-IT does not support Apple/Mac computers for staff members. UWT-IT may authorize the use of an Apple/Mac computer given acceptable school/ department justification (such as proprietary software only designed for Apple/Mac).
- The school/ department is responsible for the difference in cost between the Apple/Mac computer and the standard workstation.

- UWT-IT reserves the right to charge the school/department to support Mac issues. Charges will be based on the current hourly rate.