**PCAL Technology Policy**

# **Purpose**

# The purpose of this policy is twofold. First, the policy outlines the procedure for requesting faculty and staff computer replacement, as well as new-hire faculty computers, with PCAL’s Dean’s Office (PCDO) funding. Second, it outlines how existing, vacated technology (e.g. the computers of faculty and staff who have departed WKU) will be managed.

# **Requesting New Computers**

## Eligibility

### New full-time, permanent faculty and staff (defined as **not** having an end date in their appointment letter) are eligible for a new or like-new computer at the start of and throughout their employment.

### Continuing full-time, permanent faculty and staff will be eligible for a new replacement computer on a roughly regular cycle based on the criteria outlined below. The cycle for continuing replacements will be maintained by the PCAL Dean’s Office.

### New full-time, temporary faculty and staff (defined as **having** an end date in their appointment letter) are eligible for a recycled computer at the start of and throughout their employment.

### Part-time faculty & staff will only be provided computers on a case by case basis.

### Other spaces (e.g. student worker computer desks) are eligible for a recycled computer on a roughly regular cycle based on the criteria outlined below.

## Process for Seeking Approval

### Department Chairs/Directors may complete the Computer Request Form to replace faculty/staff computers.

### Once Appointment Letter is signed by a new faculty member, Department Chairs/Directors should work with faculty to determine their needs and then complete the Computer Request Form.

#### Link to request form: <https://www.wku.edu/pcal/pcal-it-forms/pcal-technology-request-form.php>

### A PCAL Dean’s Office representative will respond to all requests, and if approved, provide instructions for proceeding.

## Factors for Consideration of Computer Replacement

### Determination will be made utilizing the following criteria:

#### Have ITS service tickets been submitted for the issue(s)?

#### What was the result of the service tickets?

#### What is the age of the device?

#### Is the device still under warranty?

#### Is the device still supported by WKU ITS?

#### Budget and resource availability.

#### Other information available to PCDO.

#### If approved, PCDO will support hardware for base models only. Upgrades, software, accessories, etc. beyond the base model will be at the expense of the department. Standard replacement and purchase of new computers are for one device per individual only.

## Process for Seeking Reimbursement

## To capture Department Chair/Director approval for the purchase, please complete the TopShop Requisition/Purchase Order using your department’s index. This will also allow departments to purchase computers with upgrades and related accessories on a single purchase order. Once the expense has hit Banner, please submit the following to Ryanne Gregory:

## Inter-Account for the base model cost (charge index 250117),

## Banner documentation reflecting the charge has hit the department’s index

## Documentation of Dean’s Office approval.

## Base Model Cost Breakdown

### According to the PCAL Statement of Responsibility Transparency, the PCAL Dean’s Office will be responsible for providing standard starting and replacement computers for full-time faculty and staff. “Standard” computer options available to faculty and staff are displayed below. Faculty will have the options of selecting from one of these four options when selecting a starting or replacement computer.

### These are the options for FY25 and are subject to change based on college budgets, computer costs, availability from the manufacturer or other changes to WKU purchasing policies.

**Computer Options**

|  |  |  |
| --- | --- | --- |
|  | Desktop | Laptop |
| Windows | Dell Pro All-in-One  24’’ display  16 GB memory  512 GB SSD  Intel Core Ultra 5  Keyboard and mouse | Dell Pro 14 Plus Laptop  14’’ display  16 GB memory  512 GB SSD  Intel Core Ultra 5  Laptop: $1,125  Monitor Hub (Provided upon request) |
| Mac | Silver iMac  24’’ display  16 GB memory  512 GB SSD  M4 Chip with 10-core CPU  Keyboard and wireless mouse | MacBook Air  13’’ display  16 GB memory  512 GB SSD  M4 Chip with 10-core CPU  MacBook: $1,100  Monitor Hub (Provided upon request) |

# **Collecting Vacated Technology**

## When faculty and staff depart WKU, they leave behind computers and related technology (monitors, docking stations, etc.). This section of the policy explains the process of collecting and managing vacated computers.

## Notification.

### When a department chair is made aware that a faculty member intends to vacate their position, they should contact the PCAL IT Consultant and make them aware of the upcoming departure.

### The PCAL Dean’s Office will also notify the PCAL IT Consultant during the EPAF termination process.

## Collection

### After being notified of an impending vacancy, the PCAL IT Consultant will schedule a time with the Department Chair and/or faculty/staff member (as needed/appropriate) to collect their technology.

### All departing faculty and staff will be permitted to keep their current technology up to their departure date.

#### In the case of faculty departing at the end of the fiscal year, it may be the case that the technology will be collected prior to June 30th if the faculty member agrees. Frequently, this will be mid-May after final grades are submitted.

### All technology (anything purchased with state, foundation, or grant dollars) is WKU Property and must be returned to the university at the end of unemployment.

## Reuse of Vacated Technology

### Decisions of how vacated computers and related technology (i.e. monitors, docking stations) will be reused will be made by the PCAL IT Consultant in conjunction with the PCAL Dean’s office.

#### Sufficiently old technology will be recycled.

#### Sufficiently new technology that is in good working order will be redeployed in a number of ways, including being assigned to temporary faculty or staff, part-time faculty or staff, used as student worker desk computers, etc.

#### The PCAL IT Consultant will house and maintain a list of collected technology that can be redeployed appropriately.

#### Departments should update their respective technology inventory list to remove technology that collected by the PCAL IT Consultant for recycling or redeployment.

### Reasonable efforts will be made to keep technology within a department, when appropriate.

#### For example, if a departing permanent faculty member is being replaced by a one-year faculty member, the one-year faculty member will likely be assigned the departing permanent faculty member’s computer (assuming it is sufficiently new and in good working order).

### Vacated technology will **not** **automatically** remain the department.

# **Questions**

## For approval, device, and inventory questions, please contact Matt Wilson ([matthew.wilson@wku.edu](mailto:matthew.wilson@wku.edu)).

## For reimbursement questions, please contact Ryanne Gregory ([ryanne.gregory@wku.edu](mailto:ryanne.gregory@wku.edu))