

Computer Replacement & Purchase Policy

This policy provides guidelines regarding the purchase, replacement, reallocation, and disposal of campus, office, and mobile computer systems. This policy applies to all computer systems purchased with University, grant, or donated funds.

Technology Purchases

All technology purchases must have the approval of the Chief Information Officer or approved designee. All purchases must be processed through the Office of Information Technologies (OIT) **regardless of the funding source**.

- Purchase standards are updated on an annual basis.
- All computer equipment is purchased with a 1-year vendor warranty.
- Computer equipment funded via Grants & Donations is purchased with a 3-year warranty.
 - OIT will be included in the procurement of computer equipment funded by Grants and/or Donations to determine proper equipment, pricing, and timing.
- Standard computer replacement will occur regularly on a 3-year cycle basis.
- Costs associated with items outside the [University standards](#) are the responsibility of the individual departments or divisions. Examples: Additional RAM, faster CPU, larger hard drive, multiple monitors, printers, wireless keyboard & mice, etc.
- Equipment that malfunctions or is broken and not covered under warranty will be replaced on an as needed basis and in accordance with available budget or available inventory if it does not appear the equipment was handled negligently.
- Departments funding an equipment purchase must contact the Helpdesk by placing an equipment request (Visit the [Help Desk Portal](#) or send an email to helpdesk@rider.edu to submit a ticket).

Standardization

OIT currently supports specific makes and models of computers. These systems are chosen to allow diversity in brands and operating systems yet provide enough similarities that adequate support can be maintained. Standardization reduces cost significantly through bulk purchasing discounts and vendor agreements.

General policy

- Full-time employees, faculty, and staff, are assigned one computer system under the Computer Replacement Policy.
- Computer Lab and classroom computers are replaced regularly based on functional needs, but not to exceed 4 years. Kiosk and public computers are replaced on an as needed basis.
- Faculty, Staff, classroom lectern, computer classrooms and science lab computers are all centrally funded.
- Exceptions allowing a faculty or staff member to have enhanced computers that are covered under the Computer Replacement Policy will be rare, made on a case-by-case basis and justified by completing the [Computer Exception Request Form](#) regardless of the funding source.
 - OIT reserves the right to deny any exception requests if they require unnecessary support, cost, inconvenience, or decrease the security posture of the University.

- “New budget” funds for technology purchases may be budgeted and used as reviewed and approved by OIT in conjunction with the requesting department and Finance. Approved purchases will be supported and maintained by the University.
- Individual or shared windows desktop systems will be provided for part-time employees depending on contract and office location.
- While out of warranty computers can be cost-prohibitive to maintain and can pose a threat to the stability of the campus network infrastructure, OIT reserves the right to redistribute out of warranty assigned computers for lab and part-time faculty use if needed.
- Computer equipment is the property of Rider University, regardless of the funding source used to purchase the equipment.
- For environmental sustainability and safety reasons, all old systems must be returned to the OIT department for disposal.
 - Computer equipment regardless of function has a maximum useful life of seven years. Computers older than seven years must be replaced or retired.
- University Employees **may not** purchase their old computers due to confidentiality and high-risk data.
- Questions regarding this policy should be directed to the Chief Information Officer.

Donations

- All computers at Rider University are recycled as part of our procurement program to supplement future purchases. As a result, computers cannot be donated to third parties.

New Employees

- The Hiring Manager will notify OIT regarding new hires at the time the new employee accepts their offer of employment to ensure equipment is in place by the start date.
 - If department leadership determines a new system is needed, the department must provide the funds for the purchase, otherwise the existing equipment in the vacant position will be utilized.
 - If the hire is for a newly created position, the department is responsible for working with Finance to identify funding for needed technology.
- **Full Time Faculty**
 - The division of Academic Affairs will provide funds for new faculty hire computers unless designated University funds provided to the OIT department are available.
 - Standard models to be purchased for replacement are presented to the Academic Affairs Information Technology Committee (AAITC) in conjunction with OIT.
- **Employees Changing Departments of Roles**
 - At the discretion of OIT and with the goal of least inconvenience to all parties, computer equipment can be moved to an employee’s new department -or- a replacement computer can be purchased.

Student Employees

- Where possible, repurposed computer equipment is available on a first come first served basis for use by student employees.
- If new or specialized equipment is required for the student role, it is the responsibility of the department to fund that equipment.

Loaned Computer Equipment

- Some computer equipment is available for temporary use by employees or students for special activities. This equipment is available on a first come first served basis and at the discretion of OIT.
- Computer equipment is available for students in need, as outlined in the following [webpage](#)
- Loaned Computer equipment is subject to recall at any time based on OIT's discretion.
- All loaned computer equipment is signed out using a borrowing agreement with policy stated directly on the borrowing agreement. Unreturned equipment will be billed to the borrower.