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

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

Top Priority:
- Fulltime/ permanent faculty/ staff employees
- Smart Classrooms and Computer Classrooms (both Macintosh and PC)

Second Priority:
- ITUWT computer labs
- Campus level smart conference rooms and breakout rooms

Third Priority:
- Part-time faculty and staff employees

Replacement guidelines:
- ITUWT will replace the standard computer, keyboard and mouse. The display and any peripheral devices are the responsibility of the individual school/ department.
- Individual school/ department 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 ITUWT.
- In the event a school/ department opts to provide a staff or faculty member 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 workstation. The laptop must be reviewed and authorized by ITUWT before the purchase can be made.
- Replacement computers for student workers, reception desks, and other areas not identified as staff/faculty locations are the responsibility of the department.
- Cost for any out of cycle computer replacement is the responsibility of the individual school/ department.
- ITUWT will consider early renewal for faculty that require a high-end computer replacement in less than a five-year cycle, based on cost-sharing with the individual school.
- 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.
- ITUWT 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:
- ITUWT does not support Apple/Mac computers for staff members. ITUWT may authorize the use of a 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.
- ITUWT reserves the right to charge the school/ department to support Mac issues. Charges will be based on the current hourly rate.