Departmental Computer Purchasing Policy and Lifecycle Information

The iSchool departmental computer purchasing policy for faculty and staff.

Overview

All iSchool tenure track faculty and full-time staff members (or others designated by the iSchool administration) will receive one departmentally purchased laptop computer, which will be imaged and maintained by Liberal Arts Instructional Technology Services and serviced thereafter jointly by LAITS staff and the iSchool Commons team. This policy has been created to ensure that all:

1. iSchool tenure track faculty members and full-time staff members have access to modern computing equipment,
2. University of Texas at Austin information security practices and policies are being followed,
3. iSchool tenure track faculty and full-time staff can easily access iSchool services such as multi-function copiers and University networking services such as VPNs,
4. University data managed by iSchool tenure track faculty and full-time staff is backed up using UT’s backup system, and
5. University data managed by iSchool tenure track faculty and full-time staff is encrypted.

Departmental Computer Purchasing Options

Due to the requirements specified above, departmental computer purchases must run Windows or Apple operating systems and we can only purchase LAITS approved computer models. Faculty and staff may purchase other research or personal computing equipment for use within the iSchool (e.g. servers, Linux /Unix OS, iOS, etc), but only Windows or Apple operating systems are permitted for departmentally purchased machines. The IT Team will maintain a pool of laptop distribution options that take advantage of several vendor agreements between the University of Texas at Austin and computer hardware manufacturers and distributors.

Departmental laptops will include the following items:

- Windows or Apple pool laptop
- 1 power cord
- 1 wired mouse
- 1 wired keyboard
- 1 27” monitor with display and usb adapters for your on-campus office
- 1 usb-c to usb-a port adapter
- 1 laptop bag

Any requests for additional supplies, upgraded peripherals, in office printers or upgraded computer options, must be submitted to the Associate Dean for Research via this request form.

Purchasing and Lifecycle Terms

New departmental computer purchases will occur when a tenure track faculty member or full-time staff member is hired. Once purchased, departmental computers will be refreshed every three years for Windows PC’s and four years for Apple computers. The difference in recycle term rate is due to the increased cost of purchasing Apple computers.

Each departmental laptop is managed by desktop engineers at Liberal Arts Information Technology Services (LAITS). LAITS’ staff ensure that data is copied from retired to upgraded computers at which point retired departmental computers become part of the Information Commons laptop checkout program. Staff and Faculty should return retired laptops and accessories to IT staff at this point.

Departmental computer budgets are not to exceed $2,500 and tenure track faculty and full-time staff are strongly encouraged to select from preferred Dell and Apple models recommended by LAITS.

This policy has no bearing on a tenure track faculty member's ability to purchase computing equipment with grant or start-up funds.