

REPLACEMENT (ANNUAL) OF DESKTOPS AND LAPTOPS PROCEDURE

Related Board of Trustees Policy: N/A

Approval: August 2012

Revision:

NC Statewide Technology Standards: 50101, 50102, and 50103

Purpose: Procedure for replacement Desktops and Laptops for Faculty and Staff information.

Annually, budget allowing, full-time faculty and staff computers will be identified for replacement based on age of the system and technology needs of the personnel. The list is presented to the Vice-President of Administrative Services for review. Part-time staff, or in occasional cases, faculty who have older computers receive cascaded computers.

Replacement labs

Annually, budget allowing, computer labs are identified for replacement based on the age of the computers in the lab and the technology needs of the courses taught in the lab. The list is presented to the Vice-President of Administrative Services for review. The instructor(s) who uses the lab and the chair of the instructor(s) are contacted to confirm computer requirements needed.

Specification Review

Prior to any technology hardware purchase, the specifications will be reviewed by Technology Services to determine if the following apply:

- The proposed hardware design has adequate capacity to fulfill the functional requirements as expressed by the requestor.
- The configured hardware security controls adequately protect data.
- The hardware meets minimum downtime requirements.

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