

LUCAS COLLEGE AND GRADUATE SCHOOL OF BUSINESS

COMPUTER POLICY

The Lucas College and Graduate School of Business (LCoB) provides the necessary hardware, software, and IT support to adequately meet the needs of each of its employees. The policy statement which follows is designed to ensure this is the case. This policy guides implementation by Information Technology and the LCoB Finance Staff.

GUARANTEED MINIMUM CONFIGURATION

All full-time faculty* employed by the Lucas College of Business may be eligible for a University owned desktop or laptop. To ensure hardware remains a good match to faculty needs, faculty may 'refresh' their previous University desktop or laptop every four years. Users will choose Mac or PC, desktop or laptop***. The purchase of other computer accessories, such as a printer, is not covered.

Staff and part-time faculty including FERPs will be provided desktop computers for use in their designated workstations. These computers will be replaced as needed.

TECHNOLOGY

Dell and Apple are the only approved vendors for new machines. This is to ensure compatibility within the Lucas College and SJSU infrastructure and, service requirements by the Information Technology Services (IT) staff, and timeliness of service. All computers will be purchased with a 4-year maintenance and service policy.

OWNERSHIP

Computers purchased by the University belong to the Lucas College of Business, San Jose State University. All computers will be asset tagged and inventoried by IT staff. Maintaining an up-to-date inventory and assignment of each machine will be the responsibility of IT.

The old machine must be returned to the College in order to receive the new machine. Employees are responsible for backing up their data before the transfer of computers. A backup/file transfer from the old computer to the new one may be performed by one of the IT Student Technicians upon request.

Faculty members assigned a laptop may take it home without asking special permission. All University purchased desktop computers are to remain in their assigned office location. However, neither the University nor the Lucas College of Business is responsible for providing an additional machine for on-campus use. University owned monitors, printers, and other large accessories are to remain in the faculty/staff member's office.

ADDITIONAL COMPUTERS

Personal funds cannot be used to subsidize a computer purchase over standard models. LCoB employees may use the development (D) portion of their current Academic Year Travel, Research, & Development (TR&D) fund allocation for any additional purchases over the recommended standard

models. Any and all technology purchased, regardless of funding (funds from San Jose State University, Lucas College of Business, or a combination) belong to the University and will be treated as University property. Support is only guaranteed for the primary computer. Any additional computers will not come with a guarantee of support.

An employee can possess a maximum of two computers purchased by College and/or State funds at one time.

APPROVAL PROCESS

Full-time faculty*

Please check with IT for eligibility.

Part-time faculty / staff workstations

A standard configuration computer will be provided as determined by the IT. Request for a special configuration setup must receive approval from the IT.

ORDER PROCEDURE

The Dean's Office must make all computer purchases, regardless of funding source. Employees may initiate a purchase request by contacting the IT via the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSccPz9oMBeTuzfRDRhWfIZR09fmoQmygzxpJoNOZvaUW1R84Q/viewform>

A list of standard models will be supplied to you for consideration. Note that computer orders vary in processing time and normally take up to 6 weeks for delivery after an order has been placed.

* Full-time faculty include Tenure line faculty and faculty who have a contract for a 1.0 entitlement over three years

** Monitors will only be included in original hire computer orders or if a faculty member transitions from a laptop to a desktop. All previously purchased monitors should be used until they are deemed insufficient and in need of replacement by the IT.

*** If a faculty member requires only applications for the Windows platform, then a Windows machine will be purchased. We will not configure a Macintosh solely to run Windows native applications.