Purpose:
- To ensure that faculty and staff have an adequate computer to effectively perform their work
- To ensure that CAP-purchased computers are replaced on an equitable and regularly scheduled basis
- To ensure an equitable distribution of new computers into the College

Scope:
This policy pertains to CAP-purchased computers used by faculty and staff on the downtown Denver campus, in the ENVD Building on the Boulder campus, in the CINC facility, in the CCCD Grand Junction office, and at other locations that may arise. It also pertains to computers used in classrooms at these locations. Specifically, it does not include computers in the computing labs in the DDC and ENVD buildings or in other College facilities.

Policy Guidelines:
1. People eligible to receive allocated computers include:
   a. Faculty at or above the rank of Instructor
   b. Permanent staff with a 50 percent or greater appointment whose position is at least 60% funded with College general funds
2. Faculty/staff will be furnished one computer, either a desktop or a laptop based on need and job function. Faculty/staff currently using multiple computers will be phased into a replacement plan resulting in one individual desktop or laptop. Exceptions will be reviewed and approved by the Dean. Faculty/staff may select a laptop rather than a desktop computer with the following criteria:
   a. The laptop is considered a replacement of the desktop computer, not a supplement.
   b. The laptop must meet minimum system requirements as identified by the ITS offices on the UCD downtown and Boulder campuses.
   c. The faculty/staff member is responsible for the security and the condition of the laptop at all times on and off campus.
3. Computers that have been purchased for research or community services/outreach activities are not eligible to be replaced under this policy.
4. The goal of this policy is to replace one-fourth of the computers in the program every year. The actual number of computers replaced annually will depend on the funds allocated by the College for computer replacement. Computers that do not meet the minimum specifications for support by the ITS offices on either the Boulder or downtown Denver campuses will be priority candidates for replacement.
5. The maximum cost per computer (system) will be established by the Dean and the Assistant Dean of Administrative Services at the beginning of each fiscal year.
6. Since CAP-purchased computers are meant to help employees be productive, computers must be in the individual’s primary office for use by the employee. When an individual assigned a CAP-purchased computer leaves the College or no longer uses the allocated computer, the computer must be returned to the College for reassignment.
7. The office of the Assistant Dean of Administrative Services will maintain a list of CAP-purchased computers and will identify which computers are to be replaced each year.
8. Computers that are identified as having no useful value to the College will be disposed of by following the UCD computer disposal procedure.
9. All replacement computers will be purchased through the office of the Assistant Dean of Administrative Services following University procurement procedures.

Adopted by Executive Committee 7/9/07