RSENR Policy/Practice Document
Policy on Computer Replacements
(revised June 2016)

All full-time employees (faculty and staff) of the Rubenstein School of Environment and Natural Resources are provided with the necessary computer equipment needed to perform their job duties.

At the beginning of employment:
- T/TT faculty are provided with the necessary funds to purchase a computer as part of their startup package.
- RSENR Research and Extension faculty who have a teaching component to their workload may also receive full or partial funding for computers.
- FT Lecturers receive computer equipment for their teaching needs.
- PT Lecturers may be provided with a RSENR Loaner computer if requested.
- Administrative staff use existing equipment from previous employee. If it is a new position, a new computer will be provided.
- Research staff computer equipment is normally funded by the grant(s) they are working under.

Annual Computer Replacement: The RSENR IT Services office keeps an inventory of all computers, printers, mobile devices, and other peripherals. At the end of every fiscal year the inventory is reviewed by the Assistant Dean for Operations and the IT Services technician. Equipment which is between 3-4 years old, is considered for replacement. A complete list of recommended equipment is provided to the Dean with a cost estimate and upon the Dean's approval, IT Services contacts the employee to discuss their replacement options. This ensures that all faculty and staff have reliable, secure and up-to-date systems.

Interim Computer Replacement: If a faculty or staff person is having issues with their computer equipment, an IT footprint is submitted and reviewed by IT Services. The IT Technician will evaluate the issue and make a recommendation as to whether the equipment should be repaired or replaced. Upon Dean approval (or delegate) for a replacement computer, IT Services will work with the employee on options.

Faculty and staff work with RSENR IT Services to determine the best computer equipment for their needs. We require all faculty and staff to choose either an Apple or Dell computer sold by the UVM Computing Depot – this ensures that we are able to service and support these systems and have computers that meet UVM's minimum requirements. Faculty and staff work with IT services to complete an IT questionnaire (attached) and IT services then recommends systems that would meet their requirements. If the UVM Computing Depot does not have an adequate system faculty and staff may work with IT services to determine an alternative plan.