

CLAREMONT McKENNA COLLEGE

Policy Library

Volume X:	Information Technology Services
Chapter Workstations:	Replacement Cycle of Workstations
Approved by:	Administrative Computing Committee (ACC)
History:	Issued: 08/01/1999 Revised: 09/27/1999, 10/11/1999, 11/01/2001, 02/28/2007 Reformatted/Revised: 12/14/2009
Related Polices:	Backup and Recovery of User Files on Network Servers, Department Technology Budget Upgrades, Faculty Technology Budget Upgrades, Purchase of Obsolete Workstation from the College, Staff Upgrade Budget, Standard Faculty and Staff Workstation Screen-Saver Policy, Standard Staff Printer Hardware Configuration, Standard Workstation Hardware and Software Configuration
Additional References:	N/A
Responsible Official:	Office of Information Technology Services

I. POLICY STATEMENT

- To establish the procedure by which primary workstations are replaced and purchased at Claremont McKenna College.

II. ENTITIES COVERED BY THIS POLICY

- This policy covers all workstations purchased for faculty, staff, and research use at Claremont McKenna College.

III. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone¹
Replacement Cycle of Workstations	Chief Technology Officer	71553

¹ Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

IV. DEFINITIONS

- CMC observes a four-year workstation cycle. At the end of the four-year term the workstation is returned to ITS. All technology purchased with College funds (Department budgets, capital purchase, or IFA) belongs to the College and is under the purview of ITS. As a precaution, files on the returned workstation will be stored by ITS for two weeks.

V. PROCEDURES

Replacement of workstations:

1. Workstations will be purchased via the centrally directed IT capital budget.
2. Information Technology Services at Claremont McKenna College, will be responsible for configuring, purchasing and maintaining workstations.
3. All workstations will be replaced after four years per Information Technology Services personnel availability.
4. Academic departments and administrative offices will request specialized equipment, new equipment, and upgrades during the budgeting cycle (in the Fall budget process.) All normal replacement of workstations will be handled automatically.
5. Information Technology Services will be responsible for ordering, configuring and installing new workstations.