

School of Humanities, Arts, and Social Sciences

Information Services

Equipment Policy

1.0 Intent:

The School of Humanities, Arts, and Social Sciences provides a technical environment to support the core functions of our mission. Equipment will be procured, allocated and maintained based on need and funding availability in the most efficient and effective manner.

2.0 Definition:

HASS Information Services Equipment is defined as HASS owned computers, other electronic devices which are used to store or access electronic documents or communications, audio/visual equipment, and their components, accessories or peripherals.

3.0 Priority:

The priority will be to support the primary functions of the School. Providing the requisite equipment will be on the basis of a collaborative needs assessment conducted by the faculty or staff member and HASS Information Services. For specific information on support priorities, please see section 4.4.

4.0 Policy:

4.1 Budgeting and Allocation:

4.1.1 Faculty and Staff Standard Equipment:

4.1.1.1 Definition:

Faculty and Staff Standard Equipment is defined by HASS Information Services and may include standard office equipment including items such as a desktop or laptop computer and peripherals.

4.1.1.2 Policy:

The School will provide access to a fully functional computer designed to meet the essential needs to every faculty or staff member whose job requires it. The standard equipment specifications will be based largely on the Institute Mobile Computing Program annual specification and will be of equal or higher standards. A baseline of technical specifications will be selected on a bi-annual basis or as needed by HASS Information Services and will include multiple platform options. Budget for this equipment will be determined and allocated by HASS Information

Services on an annual basis. Selection of specific hardware and software will be determined after meeting with the individual faculty or staff member and/or their supervisor and will be subject to HASS Information Services approval and budgetary allowance. If an agreement cannot be reached, a request for an exception can be made to the Dean for consideration. All systems should be covered under a hardware warranty whenever possible and will be on a regular replacement cycle that is subject to change based on available resources, performance and specific job requirements.

4.1.2 Shared Resources:

4.1.2.1 Definition:

Shared Resources include equipment located in teaching computer labs, research labs, studios and other spaces not assigned to an individual or for an individual's sole use.

4.1.2.2 Policy:

Shared resources in labs and studios will be provided to meet the various needs of the users as resources allow. Shared resources will be planned and budgeted for by HASS Information Services with input and guidance from the faculty or staff who typically utilize and/or teach with the various resources. This process for planning may be initiated by either HASS Information Services or the faculty or staff/group and will include proposals, discussions, plans and reviews. These resources will be approved based on need and available financial resources as measured against other needs. Typically, planning for these types of resources should begin by January 1 for the following fall term for full consideration.

4.1.3 Other special equipment:

4.1.3.1 Definition:

Other special equipment is defined as additional or supplementary equipment that does not fall into either category above.

4.1.3.2 Policy:

Requests for other special equipment must be justified. General funding for this equipment is very limited. In some circumstances this equipment

may be purchased from grants or start-up funds. Approval of this equipment will be subject to HASS Information Services review of justification of need, availability of alternatives, and availability of funds. These requests will be evaluated on an ongoing basis and will require approval from HASS Information Services and may require additional approvals including Business Office, Dean, or Office of Research, depending on funding source.

4.2 Procurement:

4.2.1 Definition:

Procurement is defined as the process for procuring new HASS Information Services equipment.

4.2.2 Policy:

All equipment procurement must be done with approval from HASS Information Services and the Business Office and in accordance with HASS and Institute policies. Requested equipment will be reviewed and alternatives may be suggested for a variety of reasons including but not limited to, identification of existing solutions, compatibility issues or financial resources. Once particular equipment is selected, HASS Information Services will work with requestor and vendors to obtain necessary bids. The equipment will be ordered through the most appropriate channel.

4.3 Receiving, Inventory and Tracking:

4.3.1 Receiving:

All technology equipment must be received through HASS Information Services at which time the order will be checked for completeness and that equipment is in good working order. Invoices will be input into OSCAR system by HASS Information Services or a delegate for payment if necessary.

4.3.2 Inventory:

All technology equipment of either computer, tablet, or phone shall be entered into a HASS Information Services and Business Office approved appropriate inventory system. Audio/visual lab or check-out equipment will be inventoried in the appropriate system. Capital equipment will follow Institute guidelines for such equipment and will be registered with Property Administration office. All

equipment may be tagged to identify ownership and/or provide a tracking number if necessary.

4.3.3 Tracking, Use, Return:

Inventory of said types shall be kept up-to-date with changes in assignment and/or location until such time as the equipment is deemed not useful due to condition, performance or age or sold. Users of portable equipment must acknowledge the receipt of the equipment by signing a form stating such. Users will be responsible for the appropriate use and care of the equipment and shall return it to the Institute as requested by HASS Information Services, their supervisor, Public Safety, Human Resources or upon separation with the Institute. No equipment may be reassigned, relocated or otherwise modified, altered or discarded without consultation and approval of HASS Information Services. Equipment not returned will be billed to the individual at the current market value. Loss of equipment must be reported immediately to HASS Information Services and should be reported to Rensselaer Public Safety Office or other local authority depending on the location of the loss. Stolen items must also be reported immediately to HASS Information Services and must be accompanied by a copy of a police report or other document describing the particular equipment and circumstances of the theft.

4.4 Support:

4.4.1 Definition:

Support shall be defined as assistance with, repair of, upgrade to, consultation about said equipment.

4.4.2 Policy:

Only Rensselaer owned equipment which has been properly vetted and deemed supportable shall be supported by HASS Information Services. Support will be prioritized based on perceived need and impact. Equipment that is critical to the success of our day-to-day operations such as a lab computer, an faculty or staff's primary individual computer, a printer, or a server or other highly shared resource will receive the highest priority. Secondary systems and peripherals or equipment which does not have a high immediate impact will receive secondary support. In particular, where sufficient and acceptable work-arounds exist, support may be prioritized lower.

HASS Information Services may provide support in a variety of means including phone, e-mail, or in-person. Support requests may result in short-term and long-term solutions. Users will be notified of the support progress on a regular basis. In the event of broken or incompatible equipment, it is possible that equipment may not be returned to use. In this event HASS Information Services will offer alternative solutions, which may or may not include procurement of replacement equipment depending on funding and necessity.

4.5 Disposal:

Equipment will be disposed of when HASS Information Services makes a determination that it is beyond its useful life, is broken and not capable or worth servicing, or no longer compatible, useful or supportable within HASS. This determination typically results in equipment sale, donation to another Rensselaer department or registered non-profit, or recycling.