

# College of Arts Science Computer Policy

This document outlines policies and procedures for providing and maintaining computer equipment to support the academic pursuits of the College of Arts and Science.

## Computers for New Faculty

New faculty members who are tenured, tenure-track, or full-time non-tenure track teaching faculty with multi-year appointments will use available research or startup funds for the purchase of an office computer system. New faculty in these categories who do not have research or startup funds will be provided a [standard system](#).

Visiting/adjunct/adjoint faculty, lecturers, and faculty without multi-year appointments will be provided with refurbished equipment.

Research faculty should rely on grant or research funds for the purchase of computer systems.

*All computers must be purchased through [VUIT-CAS](#). See below on procedures for purchasing computers and on computer specifications.*

## Replacement of Faculty, Instructional, and Administrative Staff Computers

Every four years, a new [standard system](#) will be provided by the A&S Dean's Office to eligible faculty and administrative staff. Eligible faculty are tenured, tenure-track, and full-time non-tenure-track teaching faculty with multi-year appointments who do not receive annual research fund amounts from Arts and Science \$10,000 or greater. VUIT-CAS will contact eligible individuals when their systems are ready for replacement.

Full-time faculty who receive annual research fund amounts of \$10,000 or greater will be responsible for purchasing replacements for their computer systems using their research funds.

[VUIT-CAS](#) will replace all instructional computers (for example, computers used in classrooms) on a four-year cycle, or sooner if required. [VUIT-CAS](#) will also replace registered administrative staff computer systems on a four-year cycle.

## Guidelines for the Purchase of Computers

Following University policy, Arts and Science provides each eligible faculty member and administrator with a [standard system](#). Those who wish to deviate from the standard system or software must pay for the additional cost from appropriate research or non-operating funds.

All computer and computer-related purchased through Vanderbilt must be purchased through [VUIT-CAS](#), regardless of the source of the funds. This includes but is not limited to: desktop computers, laptops, tablets, servers, monitors, docking stations, printers, scanners and storage devices (physical or virtual).

[VUIT-CAS](#) involvement ensures that appropriate academic discounts are applied, correct warranties are received, and life-cycle replacement can be appropriately tracked.

## **Support and Maintenance**

Please see the [VUIT-CAS faculty and staff support page](#) for more information.

## **Ownership and Custody**

Vanderbilt retains ownership of all equipment and software purchased by or reimbursed from Vanderbilt funds, regardless of the source of funds. When a new system is received, the old system must be returned to [VUIT-CAS](#) unless approval to retain the old computer is provided by the A&S finance office. See contacts below. When systems are ready for disposal, they must be brought to [VUIT-CAS](#) for proper disposition.

If faculty members leave Vanderbilt, all computing equipment purchased through Vanderbilt reverts to Arts and Science unless an alternative written arrangement has been made with the A&S finance office.

If a faculty member retires with the title of Emeritus/a or Retired Faculty, he/she will be allowed to retain use of the computer system. The computer system retained at retirement will not be eligible for life-cycle replacement and will be serviced according to [VUIT-CAS](#) practice and availability.

A&S Finance Senior Administrative Officers:

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