Webster University
Full-time Faculty Laptop Computer Replacement Option
2006-2007

1. Beginning with the 2006 replacement cycle, full-time faculty will have the option of requesting a laptop computer as their Webster-provided office computer. This option will become available 1) when the faculty member's existing computer needs to be replaced or 2) when a new faculty member is hired. Note that replacement is dependent on the user's particular needs, not on the actual age of the existing computer. Faculty members who have recently (within the past year) received a replacement desktop computer may also petition for a laptop computer.

2. To be eligible for a laptop computer, the faculty member must first consult with the Instructional Support Specialist for their respective College or School to determine if a laptop is the best option for their needs. Following the consultation, the faculty member will forward a proposal to his/her Dean. The Dean will then send a recommendation to the office of the Vice-President of Information Technology.

3. Although every attempt will be made to provide enough laptops to meet demands, there may exist a situation (e.g., a year in which an exceptionally high number of office computers across the University need to be replaced) when demand exceeds the budget resources available for meeting all laptop requests. In that event, the office of the Vice-President of Information Technology will work with the various Deans to prioritize requests. Consequently, some faculty may be asked to resubmit their proposal the following year. If necessary, the faculty member may be given a replacement desktop until budget resources are available in a later cycle.

4. When selecting a laptop as a replacement computer, IT will transfer all relevant files to the new laptop and remove the old computer. The laptop will then become the faculty member's sole office computer – they will not be provided with a desktop also. The laptop will then become part of the University replacement plan and will be upgraded and/or replaced with either another laptop or a desktop machine, at the faculty member's discretion. The replacement cycle will be dependent on the user's particular needs versus the actual age of the computer. The faculty member's existing computer will be reallocated by Information Technology to meet other needs across the University.

5. Faculty members that select a laptop as their sole office computer will be provided with a docking station, monitor, keyboard, and mouse (unless they desire to forgo these peripherals). Laptop hardware configurations will be developed in consultation with the faculty member and Information Technology staff. All purchasing will be coordinated by Information Technology. Webster University will retain ownership of the laptop for the life of the machine.

6. All software, both general and specialized, will be licensed by Webster University and will be obtained via normal University software procurement methods coordinated by Information Technology. The University will retain ownership of all licenses. Information Technology will be responsible for supporting and maintaining the laptop – including all hardware and software installation support provided by IT Desktop Technical Services. Faculty should contact the Help Desk for any support problem or question; the Help Desk will route questions to appropriate Information Technology staff. In the event the laptop needs to be serviced, the faculty member may be provided with a desktop computer as a replacement until the laptop is fixed or replaced.

7. Information Technology will support full connectivity and access for the laptop from any existing on-campus port, especially from offices or from connected extended sites. Anyone using the laptop from off-campus is responsible for making their own ISP (dial or broadband) service arrangements. While off campus, users will be expected to first seek support for general internet connectivity from their service provider. Once a reliable internet connection is being made with an ISP, Information Technology can then further assist users in gaining access to Webster's online services (such as Webster e-mail, WebCT, Connections, and library resources).

8. The laptop is to be used for Webster University related work. It is expected that any peripherals (docking station, monitor, etc.) will remain in the faculty member's office (although the laptop itself can be mobile). In the event the laptop is stolen, lost, or damaged, it may need to be replaced with a desktop for the duration of the replacement cycle.

9. If a full-time faculty member is no longer employed by the University, the laptop and related peripherals will be returned to the University.