



Computer Replacement Guidelines (updated 02/28/24)

Given sufficient funding UW Tacoma Information Technologies (IT) will replace computers that are five years or older within each biennium, based on the campus computer inventory managed by UW Tacoma IT. Replacement is prioritized as follows:

Top Priorities:

- Fulltime/permanent staff/faculty employees
- Smart Classrooms and Computer Classrooms (both Apple and PC)

Second Priorities:

- ITUWT computer Labs
- Campus level smart conference rooms
- Breakout rooms

Third Priorities:

- Part-time staff/faculty employees

Replacement Guidelines:

- UW Tacoma IT only replaces the computer, keyboard, and mouse. The displays and any peripheral devices are the responsibility of the individual departments.
- Individual departments can pay for the cost difference to purchase higher-end computers for staff/faculty at their discretion. All computer upgrades must be reviewed and authorized by UW Tacoma IT.
- In the event a department opts to provide a laptop in place of a standard desktop for a staff/faculty employee, the department is responsible for the difference in cost between the two. Selected laptop must be reviewed and authorized by UW Tacoma IT.
- The replacement of computers for student workers, reception desks and other areas not identified as staff/faculty work/office locations are the responsibility of the department.
- Cost for any out of cycle computer replacement is the responsibility of the individual department.
- If funding is available, we will consider renewal for individual faculty members requiring high-end computers in less than four-year cycle, on the basis of cost sharing with academic programs
- UW Tacoma IT hosts campus-wide software on the campus network including SPSS, Adobe Creative Suite, Qualtrics). Departments will pay for any additional software needed.
- Standard software packages will be included in the new computers. For a complete list, please go to <https://www.tacoma.uw.edu/IT>

- Approved by the Deans and Directors, we will renew individual staff/faculty members with laptops, on the basis of cost sharing with the departments.

Additional guidelines for Apple Users:

- UW Tacoma IT does not support Apple computers for staff members. UW Tacoma IT may authorize the use of a Apple computer given acceptable department justification (such as proprietary software only designed for Apple).
- Individual departments are responsible for the cost difference between the Apple computer and UW Tacoma IT standard computer price.
- UW Tacoma IT reserves the right to charge individual departments to support Apple users. Charges will be based on the current UW Tacoma IT hourly rate at the time the support is provided.