Technology Hardware and Peripherals Lifecycle Replacement

I. Purpose
Older technology systems have higher operational and support costs, sometimes impacting faculty, staff, and student efficiency and effectiveness. This policy is intended to ensure that older technology is replaced on a regular basis and removed from service.

II. Applicability
This policy applies to the replacement lifecycle of all Wilkes-owned technology-related hardware resources. These resources include but are not limited to:

- Desktop CPUs & monitors
- Laptops & notebooks
- Peripheral equipment (e.g. printers, scanners, etc.)
- Projection units
- Smartboards
- Servers
- Network equipment

III. Policy
All Wilkes-owned technology hardware resources will be maintained on an appropriate replacement lifecycle. Every year, appropriate percentage of all active technology-related equipment will be replaced. Once equipment is replaced, it must be returned to the general inventory of the institution within fourteen days. Exceptions to the return of equipment to general inventory may be granted at the discretion of the Information Technology Advisory Committee. Departments may not relocate any technology assets without first communicating with Information Technology Services (IT Services). Additionally they may not re-distribute or re-assign any technology assets without the permission of IT Services; these
requirements ensure the integrity of our technology inventory and lifecycle programs.

IV. **Responsibilities**

Information Technology Services will be responsible for the planning and administration of the technology-replacement lifecycle. IT Services will maintain and share with departments the replacement schedule.

IT Services will determine which equipment is redeployed, used for parts, or retired from service.

IT Services will maintain an accurate inventory of University owned technology hardware & peripheral equipment.

Colleges, divisions, and departments will return replaced equipment to the general inventory of the institution within fourteen days.

Colleges, divisions, and departments may not relocate any technology assets without first communicating via Email with the Manager of User Services to ensure the integrity of our technology inventory.

Colleges, divisions, and departments may not re-distribute or re-assign any technology assets without permission of ITAC to ensure the integrity of lifecycle program.
Routing and Communication Process

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<tr>
<th>Committee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Information Technology Advisory Committee</td>
<td>12/2005</td>
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<td>Instructional Technology Committee</td>
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<td>Administrative Process Committee</td>
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<td>President’s Cabinet</td>
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Communication of policy:

- IT Website
- Updated student technology guide
- Faculty and staff technology guide
- Wilkes Today