Policy on Stevens Computer Asset Standardization, Procurement and Replacement Program

Approval Authority:	**Cabinet**
Responsible Officer:	**Vice President for Information Technology and Chief Information Officer**
Responsible Office:	**Division of Information Technology**
Effective Date:	**April 10, 2023**

I.   Purpose of this Policy

The objective of this Policy is to achieve and maintain computing capabilities that provide a high level of productivity for Stevens' workforce in a secure and cost-effective manner. This Policy also provides a framework which enables the Division of Information Technology to effectively support the Stevens community and support compliance with the cybersecurity and other controls in [Stevens Security Policy](#).

This Policy applies to all Stevens' employees.

II.   Policy and Procedures

A. Computer Procurement and Replacement

1. Generally, new faculty and staff will be equipped with a new computer provided by the Division of Information Technology. Each employee will as a general matter be assigned (1) laptop computer with up to (2) external monitors, (1) docking station, if needed, and (1) wireless keyboard and mouse. In certain cases, a new employee who fills an existing position may be assigned the computer of the prior employee. Neither faculty or staff nor departments or schools may independently purchase computers through Stevens procurement department or otherwise.

2. Purchase of new computers is funded through Stevens' Computing Device Program budget and all new equipment will meet the University's standards referenced in Appendix A. Appendix A is not a part of this Policy and may be amended by the Division of Information Technology from time to time.

3. Computers will be upgraded by the Division of Information Technology on a five-year replacement cycle. Any replacement of an employee's computer before the end of the five-year cycle, must be funded by the employee's unit and approved by the employee's supervisor.

4. All new computer and related equipment shall be delivered to the Division of Information Technology.

B. Computer Procurement for Research, Grant and Exceptional Purposes

Computer purchases for research, grant, secondary device purposes or other purposes not contemplated by this Policy must be approved by the employee's supervisor and the Division of Information Technology. Once the employee has the supervisors' approval, a completed exception form must be filed with the Division of Information Technology. Prior to making a request for such approval, employees are advised to consult with the Division of Information Technology regarding available equipment and applicable security management requirements. For time-sensitive purchases outside the options identified in Appendix A, faculty and staff must contact the Division of IT at support@stevens.edu prior to purchase for approval and next steps in ordering.

C. Ownership of All Devices

All computers and related equipment acquired pursuant to this Policy are the property of Stevens and will be marked accordingly. Ownership of grant or contract funded computers and related equipment will be determined by the terms of the applicable contract, but will typically be owned by Stevens

D. Return of Equipment

All computers and related equipment must be returned to the Division of Information Technology upon replacement or departure from employment with Stevens. No computer equipment may be reallocated to another employee except as directed by the Division of Information Technology. Computers and related equipment will be recycled as appropriate by the Division of Information Technology.

III.   Appendix A

Stevens Computer Asset Standardization, Procurement, and Replacement Program