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## Guidelines for Workstation Refresh Programs

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The College of Liberal Arts offers a Workstation Refresh Program which provides a new workstation (normally) every four years to eligible faculty and staff.

Eligible faculty titles include tenured and tenure-track Assistant, Associate, and Full Professors, and academic professional track titles of Lecturers, Senior Lecturer, Instructional, Clinical, Research (of the Practice) Professors. The following faculty titles are not eligible: Visiting, Guest, Instructor, Assistant Lecturer, and Graduate Assistant Lecturer.

The staff workstation refresh program occurs each September while the faculty workstation refresh program occurs in January.

Devices purchased for staff should be assigned to staff positions and devices purchased for faculty positions should be assigned to eligible faculty positions. Devices purchased for one program should not be exchanged or used by a position that is not within the scope of that program. This is necessary to maintain the integrity of the funding associated with each program.

Once equipment reaches the end of its useful life, currently defined as four (4) years of age, it may be surplus, or repurposed and reassigned to an area of need (visiting faculty office, graduate assistant office, student worker workspace, etc). Occasionally equipment may become available through a departure, retirement, device incompatibility, or other. Workstation program equipment that is within the four-year lifespan but is no longer utilized by the assigned position (person) will normally be returned to the Liberal Arts IT Logistics group and will be reassigned to an eligible program member under the guidance of the Workstation Advisory Group.

Any requests for exceptions to the above must be presented to the college's Workstation Advisory Group. These guidelines will be revisited as necessary. If you have questions please contact Associate Dean Paul Wellman ([paul-wellman@tamu.edu](mailto:paul-wellman@tamu.edu)) or Carl McKneely ([c-mckneely@tamu.edu](mailto:c-mckneely@tamu.edu)) Director of IT.