

Liberal Arts Information Technology

**STANDARD OPERATING PROCEDURE
Faculty WorkStation Program**

Purpose

To provide eligible faculty members with a University owned workstation every four years.

Definitions

Procedure

The Faculty Workstation Refresh Program

The Faculty Workstation Refresh Program (FWS) is a College-level program designed to provide eligible faculty members with a University owned workstation every four years. Faculty members have the option of using available start-up funds, bursaries, indirect cost returns, or grant and/or contract funds (if allowed by sponsor) to supplement FWS Refresh funds. The official tool used to make all FWS purchases is the College Workstation application, which requires each faculty member to login and submit his/her selection.

Eligible faculty will be identified and recommended by their department, verified and approved by the College Business Office, and contacted by a Liberal Arts IT professional who will review the process and accommodate any unique computing requirements.

Faculty Workstation Program machines for *new* faculty will be ordered during the on-boarding process. After LiberalArtsIT@tamu.edu receives notice of the hiring of a new faculty member, IT staff will contact the new faculty member to start the FWS ordering process so that the workstation will be available on the first day of employment. New equipment availability is dependent on the timely completion of the on-boarding process of new faculty members.

All machines purchased using FWS funds are locked into usage by a FWS eligible faculty member for the first three years of life.

****New or restricted devices MAY NOT be taken home by faculty. The FWS program is intended to refresh workstations in the office for in office use.**

****A single, unrestricted device may be taken home if all other home devices are returned.**

Liberal Arts Dean's Business Office Duties and Responsibilities

- Email to departments announcing current fiscal year FWS and request department's recommendation for eligible faculty
- Conduct budget analysis and determine the number of faculty to participate in the FWS Refresh program for the fiscal year
- Review recommendations and finalize total number of faculty participants
- Email departments confirming the number of eligible faculty to participate
- Provide current fiscal year FWS information to IT Logistics: total number of faculty workstations per department, names of approved current faculty members and number of expected new hires
- Supply department account numbers to IT Logistics to use for each department for FWS purchases for correct asset allocation to departments
- Process AggieBuy purchases submitted by IT Logistics
- Finalize an annual report of the program for the Dean's Business Office

Liberal Arts Departmental Business Office Duties and Responsibilities

- Respond by deadline, to Dean's Business Office email with recommendations of current eligible faculty and number of new hires to participate in the FWS Refresh Program

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- Resubmit prioritized faculty list to Dean’s Business Office by new deadline if original request exceeds confirmed allocation
- Provide appropriate departmental account number for FWS purchases that exceed the approved budgeted funding for faculty workstations
- Alert appropriate IT Support staff as soon as newly hired faculty complete offer acceptance process so IT Support staff can consult with new hires on FWS purchases

Liberal Arts IT Director Duties and Responsibilities

- Approve/disapprove IT determination of appropriate FWS Refresh workstation configurations
- Approve/disapprove IT duties and responsibilities for the FWS
- Approve/disapprove the faculty workstation purchasing schedule
- Coordinate announcement to eligible faculty participants

Liberal Arts IT Logistics Manager Duties and Responsibilities

- Work with IT Administrative support personnel to create a College Faculty Workstation Catalog and order form for use by faculty and IT support staff
- Create order schedule using information supplied by Dean’s Business Office concerning total number of faculty orders per department and names of eligible faculty member
- Consult with IT Director on proposed faculty order processing schedule
- Process the appropriate number of faculty workstation orders to complete the process in a timely manner. Order schedule will minimize bottlenecks in processing—purchasing, receiving, imaging, and deploying
- Submit FWS orders in AggieBuy based on the approved schedule order dates, using completed faculty workstation order forms or specific equipment specifications obtained from IT Zone Managers/IT support staff

Liberal Arts IT Zone Support Staff Duties and Responsibilities

- Review the list of FWS recipients in their respective zones
- Assist with the completion of all necessary orders within the College Workstation Ordering application Prepare for participating faculty equipment replacements—determine/compile specific software on current faculty workstations to be installed on replacement workstations
- Receive and prepare for deployment of new faculty equipment for current round of purchases—imaging, installing specific software, testing configuration, etc.
This should occur immediately upon receipt or as soon as possible. Delay requires satisfying documentation.
- Perform deployment of new faculty workstations to individual faculty members, assist faculty with workstation setup and understanding/using new equipment
Immediate deployment of FWS computers is required. If there is a delay, it must be at the faculty person’s request and well documented. Otherwise, a deployment delayed longer than 5 business days is unacceptable.
- Remove used faculty workstation equipment and consult with departmental property officer concerning disposition of used equipment in each faculty member’s office
- Prep used workstations allocated to other faculty instruction/research purposes: remove faculty hard drive, label and store for 6 months; redeploy with wiped hard drive or mark for surplus if unusable