GRAND VALLEY
STATE UNIVERSITY
DEPARTMENT OF MATHEMATICS

Computing Resources Policy

Approved 4/11/2016

I. Introduction

This policy is designed to provide a mechanism for faculty to regularly upgrade their work computers, while also allowing flexibility for other approved computing resources such as tablets, monitors, and peripherals. The basis of the policy is an internal account for each faculty member, which accumulates from year to year up to a maximum amount. Faculty may use funds allocated to this account at any time, provided that the funds are expended for approved computing resources.

II. Details of the policy

1. For each tenure-track faculty member, the Mathematics Department staff will keep record of a computing resources account.

2. At the beginning of each fiscal year, an annual computing allowance will be added to each faculty member's account. This amount will be the same for all faculty.

3. Funds will accrue from year to year, up to a maximum of five times the annual allowance. If an account has reached this maximum at the start of a fiscal year, no additional funds will be added to it until the next fiscal year in which the balance is below the maximum.

4. At any point in time, faculty members may use some or all of the funds in their account to purchase a computer or other approved device. The amount of the purchase will then be deducted from their account.

5. A faculty member's individual technology funds may be used to supplement the funds in their computing resources account. Individual technology funds do not accrue from year to year.

6. Typically, the annual allowance will be $650 per year. In consultation with the Instructional Resources Coordinator, the Unit Head may increase or decrease this amount based on department needs and resources.

7. The initial balance of each faculty member's account will be determined by the number of years until their next scheduled computer upgrade according to the following table:

Next scheduled upgrade	Balance on July 1, 2016
2016-2017	$1,950
2017-2018	$1,300
2018-2019	$650

8. All purchases are subject to department resources and budget constraints, as determined by the unit head. If necessary, the unit head may defer a purchase to the next fiscal year or request that a purchase be made early if there are surplus funds in the department budget at the end of a fiscal year.

9. Faculty may not borrow funds from future years to fund current year purchases, except as requested by the unit head to meet department needs.

10. For faculty who require special technology to accommodate a disability, such purchases will not be deducted from the faculty member's computing resources account.

II. Examples

These examples assume an annual computing allowance of $650.

1. Prof. A is eligible to upgrade her computer in one year (2017-2018 FY). Her initial balance will be $1,300. On July 1, 2017, an additional $650 will be added to Prof. A's account, bringing the balance to $1,950. Prof. A may now either (1) purchase a computer for $1,950 or less, or (2) wait until the next fiscal year and have an additional $650 (for a total of $2,600) to spend. If Prof. A decides to purchase an iPad for $500 at some point during the 2017-2018 fiscal year, then her account will be adjusted accordingly, leaving $1,450 for a computer purchase, or $2,100 if she waited until the next fiscal year. She could also augment these funds with her individual technology funds, allowing a purchase of up to $1,750 during 2017-2018 or $2,400 during 2018-2019.

2. Suppose Prof. A chooses not to upgrade her computer, but instead purchases a $500 tablet and makes no other computing purchases for several years. In July of 2019, her balance will be equal to $2,750. If she chooses to make no additional purchases, then her balance will be increased to the maximum of $3,250 on July 1, 2020. No further funds will be accrued until additional purchases are made.

III. Approved and Disapproved Purchases

Computing resource funds may be used to purchase any of the following items:

- Desktop, laptop, and tablet computers
- External monitors
- External hard drives and CD/DVD drives
- Input devices such as keyboards and mice
- Cables, adapters, and power cords

Computing resource funds may not be used to purchase any device with a mobile data connection (such as a smartphone or 4G-enabled iPad).

All other purchases must be approved in advance by the unit head, in consultation with the Instructional Resources Coordinator.