

# COMPUTER APPROVAL PROCEDURE

Every employee, whose job requires it, will be given a computer by BYU-Idaho. The computer provided will be a campus standard, and these standards change from year to year. Our regular rotation cycle for computers and notebooks is 4 years and 6 years for monitors. Prior to computer replacement, faculty will receive an e-mail outlining the current standard and options. Non-faculty computer rotations will happen automatically.

The following guidelines apply:

## Faculty

- Standard Options
  - Choice between a campus standard Window or Macintosh computer and the option between a desktop or notebook.
- Non Standard Options
  - Exceptions outside the standards will need to have a written justification approved through the following channels: Department Chair – College Dean – Academic VP – Computer Technology Committee “CTC”.

## Non-Faculty

- Standard Options
  - A windows PC computer or prior assigned computer.
- Non Standard Options
  - Exceptions beyond the standard computer (i.e. Macintosh Computer or Notebook) will need to have a written justification approved through the following channels: Direct Supervisor – appropriate VP – Computer Technology Committee “CTC”.
  - Upon approval for a computer outside the campus standard, their regular rotation cycle will continue with the same style computer without any additional approval process.

**NOTE: New employees replacing a previous employee will take possession of the computer left behind and receive a replacement computer upon regular rotation.**