**Memo:** Sam Fox School (Art and Architecture) Computer & Software Policy
**To:** Dean, Directors, Chairs, Staff Managers

**Re:** Computer and software policy for Dean, Directors, Chairs, Tenured,

Tenure Track, Senior Lecturer (FT), Lecturer Faculty (FT) and Staff (FT)

**Date**: Last updated and approved August 2019

The following is the Sam Fox School (Art and Architecture) computer and software policy for what the school provides to personnel based on job title or status.

**FACULTY**

**Professors, Associate Professors, and Assistant Professors**

All incoming tenure or tenure track receive a new laptop

Are provided with a new laptop every four (4) years

Are provided with a basic software packages for teaching and day to day business functions

May request upgrades to any software in the basic software package at any time

Machines are distributed at the start of each academic year or as needed in the event of system failure

An office computer monitor, keyboard and mouse as well as connection cables can be provided if requested by the faculty and then approved by the director. This is can also be provided to faculty having additional administrative and or service work.

***Full time* Visiting Professors\* and Senior Lecturers and Lecturers\*\***

Are provided with a new laptop every four (4) years (or for their term contracts)

Are provided with a basic software packages for teaching and day to day business functions

May request upgrades to any software in the basic software package at any time

Machines are distributed at the start of each academic year or as needed in the event of system failure

\*(*Note: “Visitors” to be included in the 2016-2017 fiscal year.)*

\*\*Lecturers are provided laptops when they are Full Time and have significant service requirements to their roles as designated by the Dean/Director.

Part time faculty with rank of Senior Lecturers are only provided used systems when available.

**Basic Software Package**

Adobe Creative Cloud (Provided only to faculty that are provided a computer as part of their employment.)

Autocad, Rhino, V-Ray (If requested only and it is required for their job functions as approved by their direct report)

Microsoft Office (Provided standard to all faculty that are issued a WUSTL KEY)

Any other software that is specific to a department must by funded by said area.

Software may be provided to faculty in specific situations where teaching, research or service requires the software or some unique situation as deemed appropriate and approved by the Dean.

**Computer Updates**

Updates will occur ever 4-years at the end of the Fall semester (Prior to 2016 it was the end of summer). Faculty will be contacted to inform them that their time for a refresh is due. However, if issues arise in advance of this time faculty need to contact IT for support and or an early refresh.

**Buy Back**

Faculty may “buy back” an old computer at a fair market rate. For example if a 4 year old computer is being replaced, said faculty may buy the computer from the school to use for personal purposes.

**Leaving the University**

Any faculty leaving the university for whatever reason may buy the computer from the school at a fair market rate. No faculty, regardless of rank may terminate employment with a school issued computer.

**STAFF**

Are provided a computer and monitor(s) based on job functions and in coordination with a manager. There is no standard refresh time. Computers are retained until no longer properly functioning to effectively complete the persons responsibilities, at which point the system will be replaced.

**Basic Software Package**

Adobe Creative Cloud (Provide only when the job function calls for it as approved by their direct report.)

Autocad, Rhino, V-Ray (Provide only when their job function calls for it as approved by their direct report.)

Microsoft Office (Provided standard with all computers)

Any other software that is specific to a department must by funded by said area.

**GENERAL CONSIDERATIONS**

**Interns and Special Projects**

Request for computer and or software may be made with sufficient lead-time

Fulfillment is contingent on availability of spare machines and or budget approvals

**Best Practices**

If personnel experience difficulty with a computer or software, they must contact WashU IT for support.

**Operating Systems**

Personnel may receive a Mac or PC platform computer. This is to accommodate teaching in the Art and Architecture disciplines and job function across the school. Unless specified the systems will be a mid-level system. If higher end systems is requested additional funds will be needed to cover the difference.

**Insurance, Damage and Retuning of Equipment**

All hardware and software is the property of the school if purchased with school funds, including CAP accounts. Employees receiving laptop computers or any other hardware from the school that is taken to a home for any duration of time must be included on the homeowner insurance policy. Damage or negligence of equipment beyond standard ware and tear is the responsibility of the employee. Equipment must be returned if employee leaves the school or contract is terminated.

**Equipment Purchase and Use Policy**

All personnel must sign the “Equipment Purchase and Use Policy.” The policy was implemented in the fall of 2019. All future employees will be required to sign upon being employed. See Appendix for the policy language.

Unique circumstances must be approved by the Dean to deviate from any of the above.