Below is a compilation of the current Claire Trevor School of the Arts policies on computers purchased for faculty research. These policies are designed to support crucial faculty research needs, as well as to keep the entire CTSA computer network as robust as possible.

1a. **New Faculty:** Each new ladder faculty member will be provided *one computer with appropriate peripherals* suitable to their needs for both teaching and research. A faculty member may choose from various hardware and software configurations in either PC or Mac format. Questions about customized configurations should be addressed to the CTSA Director of Technology (currently Jason Valdry, jvaldry@uci.edu) and/or the CTSA Director of Academic Computing (currently Mike Hooker; mhooker@uci.edu).

1b. **Current Faculty:** Current ladder faculty members may request a new computer once every four years through the Arts Computing Research Initiative. The annual call for ACRI requests is usually issued in the fall quarter. Because the ACRI is a university-wide program with limited funds, and because requests made through this program are ranked according to their urgency, not all requests will necessarily be approved. These funds are contingent upon the continuation of the program.

2. **Approval Process:** *Before* purchasing computers with *any* kind of university funds, faculty members must consult with the Director of Technology and/or the Director of Academic Computing and have their final request approved. This helps to ensure that faculty members get the equipment that will best support their research needs and make the best use of their research funds. Any computer purchases made without prior consultation with the Director of Technology and/or the Director of Academic Computing will *not* be guaranteed support by the Technology Department.

3. **Service Contracts:** When new computers are bought with any kind of university funds, a standard 3 or 4-year service contract *must* be bought at the same time. This helps both the school and individual faculty members to cope with the increasing number of serious breakdowns brought on by the proliferation of laptops and more-fragile high-end research computers.

4. **Laptops and mobile computing:** Until recently, most faculty have requested desktop computers as their primary research machines. Faculty should be aware that they can request laptops or other mobile computers instead of desktop computers if they wish. Although laptops are somewhat more subject to failure, they are also more useful for certain kinds of activities, such as conference and classroom presentations.

5. **Computer Support:** With rare exceptions, CTSA will support only *one* primary faculty research computer. Whenever a faculty member receives a new computer paid for by ACRI or other university funds, the Technology Department will consider that new
system to be the primary, supported computer unless the faculty member designates otherwise. Support in this case means installation of and upgrades to CTSA-standard software; installation of faculty-purchased software; and assistance in diagnosing problems and getting repairs done under warranties and service contracts. Under no circumstances will CTSA support personal computers or computers located in a personal residence.

6. **Interim Computers:** If a university-supported primary research computer becomes unfixable before the faculty member is eligible for a new machine under the Faculty Desktop Computing Initiative, and if the faculty member does not have a viable backup research computer or access to other funds that can be used to purchase computer equipment, CTSA will arrange for an interim computer for that faculty member that will facilitate her or his research.

7. **Off-Campus Computers:** Laptops and other mobile devices may be taken off campus for any research-connected purpose. Requests to take desktop computers or other high-end electronic equipment home must be made in writing, detailing the extraordinary circumstances for such a request, and must be approved by the department chair. In both cases, university policy requires that prior to taking university equipment off campus, the faculty member must sign an equipment loan form wherein the individual accepts liability for the equipment in the event of loss or breakage. This form can be obtained from the CTSA Director of Technology or the Technology Department Staff.

8. **Recycling:** Faculty members who acquire a new university-funded computer are strongly encouraged to recycle their old (no longer supported) computer through their departmental labs or other CTSA facilities, in consultation with the Technology Department, if they are not still actively using the older computer for research.

9. **Multiple Computers:** Those faculty members with more than one university-funded research computer may choose which one is to be their primary supported computer. This designation can be changed at the faculty member's discretion, but the change cannot be made on an emergency basis, and once the change is made it cannot be undone—in other words, once a computer has been dropped from university support, it is dropped for good. All other (unsupported) computers used for individual research are entirely the faculty member's responsibility to fix, upgrade, replace, etc. Note that this does not include either research computers used in teaching labs or administrative computers, both of which are supported by the Technology Department.