A. Scope

Each incoming faculty member, with the exception of part-time faculty members appointed to less than 50% time, is provided a standard desktop or laptop computer package. This includes clinical, tenure-track, and tenured faculty members. Non-tenure-track faculty members are provided with a standard laptop via the Technology Support’s Faculty Laptop Check-out Program. This includes faculty of practice, lecturers and visiting faculty members. All faculty members may also choose to check out a laptop-from UTEP’s Technology Support Equipment Checkout Program when traveling.

B. Purpose

The New Faculty Computer Program, managed collaboratively by Technology Support and the Office of the VPAA/Provost, has several purposes:

- Fuller exploitation of technological infrastructure,
- Standardization of equipment for economies of service, security, and scale,
- Equality of computing access for all new faculty, and
- Facilitation/acceleration of new faculty work space set up.

C. Full-Time Clinical, Tenure-Track, and Tenured Faculty Members

Each new full-time clinical, tenure-track, or tenured faculty member is eligible for a standard desktop or laptop computer package. Technology Implementation Managers (TIMs) work with the College Administrative Officers (CAOs) and Technology Support to ensure that these packages are available to faculty as soon as possible.

Computers issued to these faculty members become the property of the hiring department, except in cases where the faculty member leaves UTEP within three years of his/her hire date. In these cases, the computer must be returned to Technology Support for repair, re-imaging, and re-distribution.

Standard computer packages are provided to incoming faculty at no cost to the hiring department, except in cases where the incoming faculty member requests enhancements or add-ons to the standard computer package. In these cases, the additional costs will be borne by the hiring department.

D. Full-Time Non-Tenure-Track Faculty Members

All new non-tenure-track faculty members, appointed to at least 50% time (e.g.: faculty of practice, lecturers and visiting faculty members), are eligible for a laptop through the Laptop Check-out Program facilitated by Technology Support (unless a hiring department wishes to provide a computer at its own cost). This Program makes the laptop available to faculty in one-year terms. At the end of
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the year the laptop can be renewed by the same individual for another year, assuming his/her employment contract is renewed.

Whenever a non-tenure-track individual leaves UTEP, his/her computer must be returned to the laptop pool, for repair, re-imaging, and re-distribution. If a lecturer or visiting faculty member converts to a tenure-track position, they have the option of keeping their laptop or returning it for a newer desktop or laptop computer package.

Computers issued to non-tenure-track faculty members remain the property of Technology Support.

Part-time faculty members appointed to less than 50% time are not eligible for this Program. These faculty members should contact their TIM to make plans for use of equipment, on a case-by-case basis.

E. Doctoral students with Instructional Duties

All new doctoral students, appointed to at least 50% time and assigned instructional duties (e.g.: PhD AIs and PhD TAs), are eligible for a laptop through the Laptop Check-out Program facilitated by Technology Support (unless a hiring department wishes to provide a computer at its own cost). Laptops are available for these students to check out by semester. At the end of each semester the laptop can be renewed by the same individual for an additional semester, assuming no change occurs in his/her employment.

Doctoral students with instructional duties who are appointed to less than 50% time are not eligible for this Program. These students should contact their TIM to make plans for use of equipment, on a case-by-case basis.

F. Exceptions to the Guidelines

If a hiring official feels an exception to these Guidelines should be made, a written request, with Dean’s approval, must be forwarded to the VPAA/Provost. Exceptions must include appropriate justification and will be determined on a case-by-case basis. The VPAA/Provost’s decision is final.

G. Assistance

For additional information or questions regarding this Program, or to checkout a laptop, contact your TIM by email at TIMS@utep.edu. For any technology related issues, go to http://helpdesk.utep.edu.