

Policy for Funding the Acquisition and Support of Faculty and Staff Workstations

All faculty, staff and teaching workstations will be purchased or leased through Information Services. Unless stated otherwise below, Information Services will be responsible for the costs associated with maintaining the campus network and providing user support. Specific guidelines for funding the acquisition and support of these workstations are listed below in priority order.

- a) Permanent faculty, academic staff and classified staff positions of 50 percent time or more, which are GPR funded, are eligible to receive one desktop workstation. If an individual wishes to substitute a laptop for a desktop, the individual must request funds from her/his Unit Chair to cover the additional cost. Upgrades from standard equipment, such as flat monitors or specialized drives, will also be funded from the unit's budget and must be approved by the Unit Chair.
- b) Permanent faculty, academic staff and classified staff, with an appointment less than 50% time are not eligible for a workstation. One workstation will be provided in an office or suite that is occupied by GPR funded individuals whose cumulative time exceeds 50%.
- c) Instructor workstations in general assignment classrooms will be replaced from the central fund.
- d) Temporary instructional staff (ad hocs, lecturers) 50 percent time or more, which are GPR funded, are eligible to receive one desktop workstation. Temporary instructional staff (ad hocs, lecturers) less than 50 percent time are not eligible for a workstation, although they may have access to a shared workstation in an office that is occupied by individuals whose cumulative time exceeds 50%.
- e) Graduate assistants and student employee positions paid with GPR funds are not eligible for a workstation. One workstation will be provided in an office or suite that is occupied by GPR funded individuals whose cumulative time exceeds 50%.
- f) Emeriti faculty or visiting faculty are not eligible to receive a desktop workstation unless there are surplus workstations available. A surplus workstation is defined as one that will function on the network and is not needed to support individuals in category a-e.
- g) The costs associated with the purchase or lease of workstations assigned to full time and part-time Project Appointment or Limited Term Employee positions that are GPR funded will be the responsibility of the department that hired the individual. Information Services will provide a workstation at the Department's request on a monthly rental basis. Networking and user support will be provided at no cost to the budget unit.
- h) All costs associated with workstations assigned to full time and part time faculty, staff and student positions that are supported by non-GPR sources will be the responsibility of the department that hired the individual. Costs will include networking and user support fees. In addition, these departments are responsible for ensuring that workstations are replaced on a regular basis and always meet the minimal configuration requirements as defined by Information Services.
- i) Information Services will maintain an inventory of workstations that are part of the campus network.

Approved by the Technology Council, March 20, 2000
Revised by the Technology Council, December 10, 2001

Summary Chart
Guidelines for Funding the Acquisition and Support
of Faculty and Staff Workstations
(see policy statement for funding priorities)

Category	Description	Workstation/ Networking Cost	User Support Fees
Faculty and Instructional Academic Staff Positions	Permanent 50% time or more: one desktop workstation	Central Fund	No Charge
	Permanent less than 50% time: access to shared workstation in an office or suite	Central Fund	No Charge
	Instructor workstation in classroom	Central Fund	No Charge
	Temporary instructional staff: access to shared workstation in an office or suite	Central Fund	No Charge
Non- Instructional Academic Staff and Classified Staff Positions	Permanent 50% time or more: one desktop workstation.	Central Fund	No Charge
	Permanent less than 50% time: access to shared workstation in an office or suite.	Central Fund	No Charge
	Project Appointments	Department Fund	No Charge
	Limited Term Employees	Department Fund	No Charge
	128 segregated student fee areas (Student Life, University Union, Student Organizations, Health Services)	Department Fund	Annual Charge
	128 revenue generating areas (Bookstore, Weidner Center, Parking, Residence Life, Golf Course)	Department Fund	Annual Charge
	Grant Funded (New Partnership, Sea Grant)	Department Fund	No Charge
	UW Related Entities (UW Extension, Outreach, Recycling Markets, WPTV, WPR, NEWIST)	Department Fund	Annual Charge
Students	GPR student employees: access to shared workstation in an office or suite	Central Fund	No Charge
	Non-GPR student employees	Department Fund	Annual Charge
	Graduate Assistants: access to shared workstation in an office or suite	Central Fund	No Charge