

Kellogg School of Management
Computer Purchase Policy for Full-Time Faculty
Effective June 1, 2010
(DRAFT)

Kellogg's computer resources policy allows **full-time faculty members** to maintain up to **three** University-owned personal computers with related peripherals. These computers are purchased using the faculty research account and may be used at home, as long as the computer is utilized primarily for Kellogg-based work. KIS will maintain a log of all computers purchased as part of the configuration process.

Computer equipment is depreciated over three years, and faculty may replace fully depreciated computers after three years. (Thus, faculty can choose their upgrade schedule: e.g., purchase at most three new machines every three years; purchase one per year, etc.) Equipment may be replaced sooner with the approval of the Associate Dean for Research and Faculty, if there is a reasonable research need. When a computer is replaced, it must be returned to the KIS department at Kellogg or it can be purchased by the faculty member. Kellogg will join the existing Northwestern University program of donating "cleaned" computers to charitable organizations and school districts.

Faculty who leave employment at Kellogg are required to return all University-owned computer equipment to Kellogg. Regular faculty on leave of absence may take their existing computer equipment with them, but must fund the return shipment if they do not return to Kellogg. Please note that academic departments may not resell any University-owned computer hardware or software other than to another academic department within Kellogg or to the Dean's office.

Faculty have the option of purchasing their computers on their own, or through KIS. Please note that KIS can only commit to providing support for computers purchased through them. To view suggestions on selecting hardware, KIS's operating system software standards, and instructions on how to order a computer through a preferred provider, please go to the following website:

http://www.kellogg.northwestern.edu/kis/fac_staff/purchasing.htm#hardware

The Dean's Office will no longer subsidize the cost of new computers. Requests for permission to buy additional computers can be made to the Senior Associate Dean for Faculty and research.

Please call your department's technical support representative with questions about ordering equipment.

Dean's office