

ROGER WILLIAMS UNIVERSITY

Computer Retention Policy for Retiring Faculty

Policy Statement:

This policy outlines the criteria and procedures governing the acquisition of university-owned computers by retiring faculty members. This policy aims to ensure a fair and transparent process while maintaining the security of university data and resources.

Scope:

This policy applies to all retiring faculty members of Roger Williams University who wish to retain their university-owned computers upon retirement.

Policy Guidelines:

1. Eligibility:

- a. Only university-owned computers four (4) years or older are eligible for retention by retiring faculty members (15 years of service minimum).
- b. Exceptions to the age criterion may be considered on a case-by-case basis, subject to the approval of the IT department and the Office of Academic Affairs.

2. Data Wipe:

- a. All university-owned computers that meet the eligibility criteria must undergo a thorough data wipe process before being released to retiring faculty members.
- b. The IT department shall conduct the data wipe procedure to erase all data and personal information permanently.
- c. It is the retiring faculty member's responsibility to ensure that they have backed up any personal files or data they wish to retain before submitting their computer for data wipe.

3. Retention Requests:

- a. Retiring faculty members must submit their computer retention requests directly to the university IT department by submitting the following form:
<https://rogerwilliamsuniversity.freshservice.com/support/catalog/items/182>
- b. The request should include the retiring faculty member's name, contact information, retirement date, and the asset tag number of the computer (if available).
- c. The request should be submitted at least 30 days before the retirement date to allow sufficient data wipe and processing time.

4. Evaluation and Approval:

a. The IT department will evaluate each acquisition request based on the eligibility criteria outlined in Section 1 of this policy.

b. The IT department reserves the right to decline retention requests that do not meet the criteria or compromise the security or integrity of university data and resources.

5. Release of Computers:

a. Upon approval, the IT department will coordinate with the retiring faculty member to schedule the pickup or delivery of the computer.

b. The retiring faculty member will be required to sign a release document confirming the acquisition of the computer and acknowledging their responsibility for any future maintenance or repairs.

6. Ownership Transfer:

a. Once the retiring faculty member has retained the computer, ownership transfers to them and becomes their property.

b. The retiring faculty member must comply with applicable laws and regulations regarding computer equipment use, disposal, or transfer.

c. The retiring faculty member will be responsible for the support and maintenance of the computer once ownership has been transferred.

Review and Revision:

The IT department will review this policy periodically to ensure its ongoing relevance and effectiveness. Any necessary revisions will be made with the approval of the relevant authorities.