How are computers replaced in Academic Affairs division for full time faculty and staff?

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The annual Academic Affairs Replacement Order sets out to replace one desktop or laptop for each academic affairs full-time faculty and staff employee, as well as supported computer labs every four years.

1. Faculty and staff work with their IT department to select from Apple and Dell models included in the System's Combined Pricing Initiative (CPI) and bulk buy program.
2. Monitors, docking stations, adapters and cables are NOT included in the Academic Affairs Replacement Order and will need to be purchased with department funds.
3. The process timeline:
   a. Nov: ITS forecasts upcoming orders
   b. Dec: ITS reviews forecasts with Academic Affairs IT Directors and liaisons
   c. Jan-Feb: IT Directors and liaisons work with full time faculty/staff on individual replacement orders
   d. Mid-Feb: Requests due to ITS
   e. Feb - March: ITS reviews and finalizes bulk replacement order
   f. mid-March: Orders are placed
   g. April: new computers arrive
   h. April - August: new computers are distributed to individual and labs. Exact time frame varies based on college/unit.

Questions about this process can be directed to unit IT Directors/Liaisons or by calling the IT Service Desk, 7-5500 or help@uncc.edu.

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