Technology

HHP PPS No. 09.01.02
Effective Date: September 10, 2026
Next Review Date: September 10, 2031
Sr. Reviewer: Department Chair

01. STATEMENT OF PURPOSE

01.01 The purpose of this policy is to broadly determine the procedures for allocating electronic technology resources in The Department of Health and Human Performance (HHP).

02. DEFINITIONS

02.01 IT Coordinator: HHP Instructional Technology (IT) Coordinator

02.02 FTE: Fulltime Equivalent

03. COMPUTER REPLACEMENT PROGRAM

03.01 CRP: The Computer Replacement Program (CRP) maintains standardized high-quality computers at Texas State. CRP computers are optimally configured with no additional options or modifications and are designed to perform for at least a three-year lifecycle.

03.02 Eligible faculty and staff, who are full-time employees (1.0 FTE), will receive a new computer at the time of hire. Based on the CRP, routine replacement of computers will, on average, take place every three years.

03.04 Faculty and staff who are scheduled to receive new computers will be contacted in the preceding academic year by the HHP IT Coordinator.

03.05 A computer replacement rotation list will be maintained and updated on an annual basis by the HHP IT Coordinator.

03.06 Faculty and staff may choose to defer receiving a computer during their CRP cycle. Faculty and staff who choose to defer will be placed first on the rotation list the following year.

03.07 Faculty and staff have a choice of either a Mac or PC desktop or laptop. The cost of a standard desktop or laptop is funded by the CRP. However, the department must assume the additional cost of a non-standard computer. A request must be submitted to the Chair for approval.

04. REFURBISHED COMPUTER PLACEMENT

04.01 Computers that have been replaced with new CRP computers may be refurbished by the HHP IT Coordinator if they meet or exceed the minimum hardware configuration set forth by ITAC Services. These computers will be assigned to faculty and staff who are not eligible for the CRP (e.g., graduate assistants, part-time faculty and staff (<1.0 FTE), faculty paid from auxiliary, grant, or other designated accounts).

05. DEPARTMENT FUNDED PURCHASES (DFP)

05.01 DFP can be used to purchase standard or custom Dell and Apple computers. IT Division staff are available to assist faculty and staff with these orders.

06. TECHNOLOGY EQUIPMENT REQUEST

06.01 Requests for the use of technology equipment for teaching, research, or service purposes (e.g., laptop computers, video cameras, digital cameras, and projectors) will be based on availability and inventory.

06.02 To initiate the request, faculty or staff should complete the online Technology Equipment Request.

06.03 The HHP IT Coordinator will notify the requestor of equipment availability within 3 business days.

07. EQUIPMENT PURCHASED WITH GRANT FUNDS

07.01 Prior to ordering technology equipment, grant recipients should consult with the HHP IT Coordinator to ensure that the order meets university standards.

07.02 HHP IT Coordinator will inventory all grant funded equipment before issuing

07.03 Maintenance of all grant equipment will be performed through a maintenance schedule determined by HHP IT Coordinator.

07.04 All equipment purchased with grant funds is considered Texas State University property and will remain within the department if the grant recipient leaves the university. Faculty or staff leaving the university will check all grant equipment into HHP IT Coordinator before the last day of employment.

08. SOFTWARE

08.01 Software not supported by ITAC Services may be purchased by the Department pending approval by the Department Chair.

08.02 HHP IT Coordinator will install requested software upon availability from ITAC Services. Requests should be submitted to the HHP IT Coordinator.

08.03 An inventory of departmental software and hardware is kept by the HHP IT Coordinator.

Certification Statement
This HHP PPS has been approved by the reviewers listed below and represents the HHP Department policy and procedure from the date of the document until superseded.

Department Chair
Personnel Committee