MOUNT ROYAL UNIVERSITY

COMPUTER REALLOCATION			
Procedure Type:	IT Services Operations	**Initially Approved:**	07/01/18
Procedure Sponsor:	TCS Director	**Last Revised:**	04/01/25
Administrative Responsibility:	Technology and Client Services	**Review Scheduled:**	04/15/26
Approver:	TCS Manager		
KB Number	KB0010477		

A. PROCEDURES

Overview: To avoid the unnecessary purchase of computers by faculty and/or administrative departments, IT Services will actively review the status of existing computers on campus to determine if optimal usage of the computer resource is being demonstrated by the faculty/administrative department that currently employs its use. IT Services will manage and maintain a pool of computers in inventory for reallocation on a defined business case basis.

Computer types

Primary assigned faculty/staff leased computer:

- Faculty/Department purchases for initial four year life cycle
- Faculty/Department has privilege of use for four-year term
- Primary computer is associated to the position
- Upon refresh and every succeeding four year lifecycle, MRU funds computer replacement
- Refresh life cycle terminates when position terminates or use of computer falls outside of refresh eligibility conditions
- Upon position abolishment – computer is returned to inventory pool

Department purchased operating asset computer:

- Faculty/Department has right to assign within faculty/dept for duration of sustainable life cycle of computer; recommended 4 year

Conditions for initiating the pullback process

Vacancy criteria: A computer may be considered vacant of primary assignee if it is determined that the computer will not have a primary assignee for any of the following conditions:

- No primary assignee during the existing academic semester to a maximum of the succeeding academic semester
- Position abolishment – computer tied to position is automatically considered vacant
- Out of Service – computer is found in storage and not in physical operation; automatically considered vacant
- Abandoned – computer is determined not to be in active use by a defined faculty or administrative department; automatically considered vacant

Vacancy period: A computer determined vacant over two succeeding academic semesters is considered permanently vacant and subject to permanent pullback.

Refresh: As part of the administrative review process, determination of primary faculty/staff computer assignment is verified. When determined that a computer is vacant as per vacancy criteria, the computer will be returned to vendor without obligation to provide a refresh computer.

Moves request: As part of the move request process, establishing the assignee to a moved computer is verified. If determined that a moved computer is vacant as per vacancy criteria, the computer will be removed to IT Services storage for redeployment without obligation to provide a computer to the faculty/administrative department at a future date.

IT field review: During normal support operations, IT staff may come across computers that are determined to be vacant of a primary assignee after verification by department admin. Computers are removed to IT storage as inventory for redeployment.

Request from faculty/department: A faculty/administrative department may elect to turn over a computer to IT Services if it no longer wishes to maintain that computer resource. The computer is considered immediately vacant and subject to reallocation.

Mitigation to permanent pullback

A faculty/department may contest a permanent pullback of a computer, subject to vacancy period, by providing a business case for future assignment of the computer at a future date. IT Services, at the time of pullback, will label the computer with the department name, room number, and date of pullout. Labelled computers will be considered "on hold" and not subject to reallocation until the vacancy period expires.

Reallocation of computers

At the discretion of IT Services, computers acquired from pullback process may be reallocated for university use inclusive of but not limited to the following conditions:

- As need determined by IT Services
- Upon request by faculty/administrative department on a first come first served basis according to business case

B.   RELATED POLICIES

- Acceptable Use of Computing and Communication Resources Policy

C.   RELATED DOCUMENTS

- University Computing Standards – Current Revision

D. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/15/17	Procedure Creation	Full Document	lleeson – OCS Supervisor	lleeson – OCS Supervisor
08/12/19	Format Update	Full Document	lleeson – OCS Supervisor	lleeson – OCS Supervisor
04/01/25	Content Update	Full Document	lleeson – TCS Manager	lleeson – TCS Manager