Minnesota West Technology Guidelines

Fulltime (UFP / TFT)

☐ Desktop computer with access to network drive shares and shared printer when on campus
  OR
☐ Laptop with access to network drive shares and shared printer when on campus
  OR
☐ Surface PRO 3 with docking station with access to network drive shares and shared printer when on campus

Part-time (TPT / Adjunct)

☐ On campus office (may be shared office) with desktop computer with access network drive shares to a shared printer

Online (all online or hybrid online)

☐ Off campus: No computer hardware unless assigned by supervisor in special cases / approved by the Dean of Technology and Distance Learning
☐ On campus: may be shared office with shared desktop computer or individual office, as assigned by supervisor

Technology provided by college to staff:

Fulltime staff

☐ Desktop computer with access to network drive shares and shared printer when on campus
  OR
☐ Laptop with access to network drive shares and shared printer when on campus (if needed for assignment and approved by supervisor and Dean of Technology and Distance Learning)

Part-time staff

☐ On campus "shared office" with "shared" desktop computer with access network drive shares to a shared printer
  OR
☐ If assigned a single person office, a desktop computer with access to network resources will be provided.

Seasonal / student worker

☐ Determined by supervisor

Computer hardware (**single** device) will be funded by the campus technology dollars as part of the five year replacement cycle.

Additional computer hardware asked for by faculty or staff will be approved by the supervisor and the Dean of Technology or Distance Learning. Examples include the following:
- HR-directed need (disability, etc.)
- Academic instructional need (laptop or tablet need which has direct impact on students/teaching)

Any additional computer hardware requested (more than the single device) will be funded through the program / departmental budget. These requests must be a model selected by/supported by the IT department and ordered through the IT department using MnSCU-approved vendors. Approval for additional hardware must be granted by the supervisor and Dean of Technology and Distance Learning (see appropriate form on the web site).

8/29/16