

Technology Support for Emeriti Faculty

A. Introduction: This policy outlines the computer support for faculty members in tenured and continuing appointment positions upon retirement.

B. Definitions:

- a. Emeritus/a or Emeriti Faculty: Tenured or Continuing Appointment faculty members who are retired and are no longer employees of Haverford College.
- b. Computers: laptop or desktop computer
- c. Technology support: Support from the College's IITS staff.
- d. Financial responsibility: the person or office responsible for funding

C. Scope

This policy applies to all Emeriti Faculty who held a tenured or continuing appointment position at Haverford College. The policy outlines financial responsibility for hardware and software upon retirement, and subsequent responsibilities and support beyond retirement.

D. Policy

Faculty who retire from the College are often completing some scholarly work at the end of their careers, including papers, books and articles. Upon retirement, the Office of the Provost will provide funding to the retiring faculty member at the time of retirement for the purchase of a new computer (laptop or desktop) and the College standard warranty support (currently 3 years) for the device through the manufacturer (e.g. Applecare or the equivalent). These funds will be sufficient enough to cover the cost of the standard device IITS issues active faculty at the College. The Emeritus/a faculty member will be solely financially responsible for all software packages, including the operating system, standard Office, antivirus, and other ancillary software packages. The Emeritus/a faculty member also will be solely financially responsible for other devices (ipad, tablet, etc.), desired upgrades to the standard computer, including additional memory or processors, monitors, printers and other hardware accessories.

Please be advised that an allowance to purchase a computer that is provided to a retiring faculty member is considered a taxable benefit.

Taxable means that it is includible in gross income "Taxable" means the benefit is included in the employees' wages and reported on Form W-2, Wage and Tax Statement, and generally is subject to Federal, state and local income tax withholding, social security (unless the employee has already reached the current year social security wage base limit), and Medicare.

Staff in IITS will be available for consultation with the Emeritus/a faculty member to discuss the computer and software needs and work with the retiring faculty member to

devise a package that suits their needs. After the purchase, if hardware, software or other problems and questions arise, the Emeritus/a faculty member should consult with the computer manufacturer service that is most conveniently located to them (e.g. Apple store). IITS will never turn away an Emeritus/a faculty member, but requests for help will receive lower priority than those of current faculty, staff and students at the College.

If the Emeritus/a faculty member wishes to upgrade the computer or purchase a new computer at a later time, they are financially responsible for all upgrades and purchases of new computers. The College will provide financial support only for one computer at the time of retirement.

E. Procedures

Several months before retirement, the faculty member should contact the ProDesk to set up an appointment with a member of the IITS Staff. IITS will confirm the retirement with the Provost's Office. Once confirmed, IITS will send a copy of the policy to the retiring faculty member. IITS will review the specifications of the standard computer issued to active faculty at that time and the associated cost of the device. The Emeritus/a faculty member will purchase their desired computer, current standard warranty software and other ancillary hardware and software. Receipts must be submitted to the College, and the Office of the Provost will submit a request for reimbursement to the Emeritus/a faculty member only for the cost of a standard computer issued to active faculty at that time and the current standard warranty. No additional costs will be reimbursed. This is the only time the College will assume any financial responsibility for such purchases for the retired faculty member.

References, Related Resources or Appendices: N/A

Contact Office

Office of the Provost
IITS

March 25, 2019