

Faculty Policy for Local Administrative Rights on University Assigned Computers

May 30, 2013

Main campus faculty will be granted a local administrator account on their PC when requested. By having the account setup, the faculty member agrees to the following policy.

1. Employee will only use the local administrator account when necessary and will continue to use his/her normal user account for regular operations.
2. All software is legally installed on the PC in accordance with the vendor or provider licensing policies.
3. Software installed is for work related use.
4. The help desk will not provide support for software or peripherals installed by the employee.
5. If the PC becomes problematic or non-operational,
 - a. the help desk will reimage the PC to its original state using the standard software image and the employee is responsible for re-installing the remaining software.
 - b. the wait time for service will depend upon the current help desk backlog and the user should plan to be without their PC for one day.
 - c. data file transfer will only occur for the standard locations on the PC. The user is responsible for having data in My Documents or their personal H: network folder.
6. The local admin account will be removed if the PC becomes a security risk to others on the network or if the help desk provides services more than twice per year related to the local administrator rights.

This policy is approved by the Vice President for Academic Affairs and the CIO.