MSU provides one workstation for each faculty and staff member to support his/her MSU work requirements. These workstations are leased for four years, must be returned to the MSU Information Technology Division at the expiration of its lease, and will be replaced at expiration of lease by another workstation consistent with MSU’s technology standards at the time of the lease’s expiration.

For 2016–2019, MSU has established standard configurations with costs summarized as follows:

<table>
<thead>
<tr>
<th></th>
<th>Dell desktop standard</th>
<th>Apple desktop standard</th>
<th>Dell laptop standard</th>
<th>Apple laptop standard</th>
<th>Dell desktop advanced</th>
<th>Apple desktop advanced</th>
<th>Dell laptop advanced</th>
<th>Apple laptop advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$887</td>
<td>$1400</td>
<td>$868-$1068</td>
<td>$1559</td>
<td>$958</td>
<td>$2302</td>
<td>$1957</td>
<td>$2500</td>
</tr>
</tbody>
</table>

Because of the significantly higher costs, justification along with approvals from either (1) the Division VP or (2) College/School Dean and College/School IT Lead (technology coordinator) must accompany any requests for models other than the Dell desktop/laptop standard.

The IT Division will track and aggregate choices of non-default configurations with associated costs by College/Division and will distribute quarterly reports to the Deans/VPs to maintain awareness of costs.

Below are illustrative guidelines to assist in the choice of models and the documentation of justifications. Following are other factors to consider when choosing the non-default models.

**Illustrative Guidelines for Choosing Models and Configurations**

**Dell Desktop/Laptop Standard:** Default

**Apple Desktop/Laptop Standard (formerly listed as ultraportable):**

- Creation and editing videos (professional grade quality)
- Apple Software Specific Apps (i.e. Final Cut Pro, Logic Pro)
- Working with color accuracy
- Creation of audio (i.e. Garage Band)
- Advanced web publishing applications
- Unix terminal commands for web scraping and other Unix shell applications
- Dataset containing video

**Dell Desktop/Laptop Advanced:**

- Application dependent modeling or vector related graphics (i.e. SolidWorks)
- High performance computing
- Applications require more than 8GB of RAM
- Running virtual operating systems for support of servers
WORKSTATIONS PROVIDED BY MSU FOR FACULTY AND STAFF

- Scientific computing and analysis

**Apple Desktop/Laptop Advanced:**

- Applications require more than 8GB of RAM
- High-definition video editing
- High end photography
- High end Audio editing
- 3D modeling
- High performance computing

**Additional Considerations When Choosing Apple and/or Advanced Configurations:**

- The Information Technology Division funds standard software (documented at [http://www.montclair.edu/oit/tech-solutions-center/it-service-desk/buying-a-computer/](http://www.montclair.edu/oit/tech-solutions-center/it-service-desk/buying-a-computer/)) for all faculty and staff. Any non-standard or additional software must be funded by the user department. Be sure to budget for such additional requirements.
- The Information Technology Division funds a standard monitor for all windows desktops. Any external monitor, keyboard, mouse or docking station for laptops and any second/additional monitors must be funded by the user department. Be sure to budget for such additional requirements.
- In most cases, each department has an assigned multifunction device (printer/copier/fax) with the ability to scan to a network drive. Local individual printers are discouraged as uneconomical and, if deemed essential, must be funded by the user department.
- Additional workstations (beyond the one funded by the IT Division) are discouraged and are appropriate only when:
  - Required to support a grant-funded research or educational initiative; and/or
  - Required to support a unique business need, necessitating multiple workstations

Any required additional workstations must be approved by the relevant VP, Dean or Principal Investigator and must be fully funded by grant funding.

- The same policies/guidelines must be applied when putting together offers or start-up packages for new faculty and staff.

**Process for Requests and Approvals**

**PROCESS FOR REQUESTING NON-DEFAULT (APPLE OR ADVANCED DELL) WORKSTATIONS**