

Content for e-mail

Subject: Call for Proposals to Upgrade Faculty Computers

Due: Monday, October 17, 2005

Submit To: Kirstin Steele (steelek1@citadel.edu)

Dear Faculty,

Again this year the Citadel Foundation has provided the funds to upgrade the office computers of twenty (20) faculty members on campus. These funds are strictly for faculty office PCs and are not to be used for lab or other departmental computers.

Please note that you may ask for a laptop to replace your desktop computer. However, you may have to accept a reduction in performance to remain in the same price range.

Please send your request for a new computer to the Computer Services Subcommittee, Attn: Kirstin Steele (steelek1@citadel.edu) by the close of business **Monday, October 17, 2005**. Your submission receipt will be confirmed by e-mail.

Please provide answers to the three Primary Questions and the one Supplemental Question in your request for a new computer. Your proposal will be evaluated on your response to the three Primary Questions.

PRIMARY QUESTIONS:

1) What make and model of computer do you currently have in your office?

(Please include the type and speed of the processor, the amount of memory, the size of the hard disk, any peripherals, and the age of the PC. At <http://support.gateway.com/support/default.asp> you may type in your computer's serial number to display the make, model, and other system information for your computer.)

2) List all the computer software applications you are currently using or have an interest in using:

- a) **Applications required for courses you currently teach or plan to teach within the upcoming calendar year?**
- b) **Applications you would like to use to enhance your teaching?**
- c) **Applications you would use for your research and other scholarly activities?**
- d) **Applications required by departmental or school activities?**
- e) **Applications required for activities not mentioned above?**

3) Other comments? Please feel free to say anything else you would like to say about your need for a new computer. If you prefer a laptop, please explain how it would meet your needs better than a desktop.

SUPPLEMENTAL QUESTION:

4) Was your current computer purchased with outside (non-Citadel) grant money?

- a) **NO**, your computer will be returned to the ITS pool when you receive a new computer.
- b) **YES**, you and/or your department will be responsible for resolving this resource.

Your answer to this question does not influence the committee recommendation, but it helps in planning for "recycling" your present PC.