

**Technology Policy Advisory Committee (TPAC)
November 2013**

Separated Employee's Network/Email Account Policy

In order to ensure technology resource security and to avoid proliferation of inactive network/email accounts, the following policy applies to all employees who separate from Cornell College.

Policy

Section I: Employee leaving/termination.

- Account Expiration:
 - Staff
 - i. Accounts of separating staff will be disabled at the end of the business day on the employee's last day of employment.
 - Faculty
 - i. Accounts of faculty members separating from the college during the academic school year will be disabled one week after grades are due on the last block of employment.
 - ii. Accounts of faculty members separating from the college at the end of the academic year will be disabled on August 31st, when the faculty's employee status is ended.
- Email Forwarding:
 - Email can only be forwarded to a current Cornell College employee. The recipient will be determined by the supervisor/Dean's Office.
- Email Delegation (allowing others to access the mailbox):
 - When deemed appropriate, a departing employee's email account can be delegated to a current employee. This process needs to be approved by the supervisor/Dean's Office.
- Out of Office Responder:
 - Supervisors/Dean's Office will work with separating employees to arrange appropriate out of office response.
- The disabled account and associated data such as email, documents, and calendars will be removed from the system 30 days after the position has been filled or 30 days after the position has been identified as not being filled. Information Technology will work with the position's supervisor to verify all relevant data has been transferred to the appropriate locations.

Section II: Emeriti

- Accounts of Emeriti separating from the college during the academic school year will be disabled one week after grades are due on the last block of employment.
- Accounts of Emeriti separating from the college at the end of the academic year will be disabled on August 31st when the Emeriti's employee status is ended.

- Email Delegation (allowing others to access the mailbox):
 - When deemed appropriate, an Emeriti's email account can be delegated to a current employee. This process needs to be approved by the Dean's Office.
- Emeriti may choose to retain their Cornell College email address for life via email forwarding. This process will close the account's mailbox and configuring any new mail to be forwarded to a non-Cornell email account. If an Emeriti wishes to retain any existing email, it will need to be migrated to a non-Cornell account.
- Data such as email, documents, and calendars associated with the disabled Emeriti account will be removed from the system in conjunction with the mail forwarding setup process. Information Technology will work with the position's supervisor to verify all relevant data has been transferred to the appropriate locations.

Section III: Adjunct Faculty

- Adjunct Faculty members classified as "scheduled to return" by the Academic Dean's Office may choose to retain his or her Cornell College email account between teaching sessions.
- If an aforementioned Adjunct Faculty member chooses not to retain his or her account, the account will be disabled one week after grades are due on the last block of employment. In addition, associated data such as email, documents, and calendars will be removed from the system 30 days after the account is disabled. Information Technology will work with the position's supervisor to verify all relevant data has been transferred to the appropriate locations.

Section IV: Exceptions

- Exceptions may be granted in the event the college and separated employee have made arrangements for continued services. Exceptions must be approved by the Division VP, Human Resources, and the Director of Information Technology.
- Cornell College has the right to disable the account of a separated employee at any time.

Section V: Additional Information

Employees should move any wanted email or documents to non-Cornell resources such as a personal Gmail account or personal media prior to their account expiration date. In addition, ownership of any shared documents and calendars should be transferred appropriately. Information Technology will send information to the employee and their supervisor outlining these and other IT related processes prior to the employee's final day of account access.