



California University of Pennsylvania

RETIRED FACULTY AND MANAGERS EMAIL ACCOUNTS POLICY

A. Purpose & Scope:

The intent of this policy is to establish lifetime email accounts for retiring faculty and managers.

Retiring faculty and managers have inquired about the possibility of keeping email access for life in order to keep in touch with students and colleagues. This policy establishes some provisions to allow for faculty and managers to maintain their Active Directory and email accounts after retiring.

B. Definition(s): N/A

C. Policy/Procedure(s):

Full-time faculty and managers that retire on or after December 1, 2015, will be eligible to keep their California University of PA Active Directory and email accounts for life. Under the following provisions:

- A. Upon retirement, the email account will include a -ret designation in order to designate the account as owning to a retired faculty or manager member. For example Kraus@calu.edu would become Kraus-ret@calu.edu.
- B. Upon retirement, contents of the original email account will be purged. Purging consists of permanent deletion of email.
- C. Any account that is not accessed for 90 days will be deleted.
- D. Retired faculty and managers will not be able to login to campus computers or connect to CalNet wireless (wireless access will be available through CALUGUEST).
- E. Retired faculty and managers will not be able to access online library databases (i.e. Ebsco, Proquest, etc.) with their Active Directory account.
 - i. Retired faculty and managers will need to work with onsite library staff if they wish to access library databases.
- F. California University of Pennsylvania Policies and Procedures must be followed or the account may be deleted.
- G. Retired faculty and manager accounts may be subject to Right-to-Know laws.

D. Effective date: July 1, 2016

Adopted: June 7, 2016 by: President's Cabinet

Amended Date: November 20, 2018