2.5. ULV Employee E-Mail Account Retention Policy

2.5.1. Approval and adoption

2.5.1.1. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 9/15/2003.

2.5.1.2. Modified to disable and delete part-time faculty accounts after two years of teaching inactivity, rather than one. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 11/3/2005.

2.5.1.3. Modified to clarify that University e-mail accounts are provided to employees at the discretion of the University. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 7/5/2007.

2.5.1.4. Modified to correct email addresses, department names, and web links. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 7/22/2011.

Signature/Title/Date:

2.5.2. Purpose

2.5.2.1. To provide guidelines regarding the retention of e-mail accounts for employees of the University.

2.5.3. Policy

2.5.3.1. Dismissed employee e-mail account retention.

2.5.3.1.1. All ULV computer accounts (including e-mail) of any and all personnel dismissed from the employ of the University will be disabled immediately.

2.5.3.2. Staff e-mail account retention.

2.5.3.2.1. At the discretion of the University of La Verne Administration, ULV staff will be provided with an e-mail account while they are employed with the University providing they do not violate other ULV policies such as 2.6 ULV Employee E-Mail Usage Policy.

2.5.3.2.2. Upon leaving the employ of the University, staff e-mail accounts will be disabled and access given to the employee’s immediate supervisor
to ensure University-related communication is appropriately re-directed.

2.5.3.2.3. Staff members granted Administrator Emeriti status may re-apply for an Administrator Emeriti e-mail account. Administrator Emeriti accounts not accessed for one year will be disabled and deleted.

2.5.3.2.4. Staff members who are continuing students at the time they leave the employ of the University may continue to use their student account.

2.5.3.3. Full-Time faculty e-mail account retention.

2.5.3.3.1. At the discretion of the University of La Verne Administration, full-time ULV faculty will be provided with an e-mail account while they are employed with the University providing they do not violate other ULV policies such as 2.6 ULV Employee E-Mail Usage Policy.

2.5.3.3.2. Upon leaving the employ of the University, full-time faculty e-mail accounts will be disabled.

2.5.3.3.3. Faculty who are granted Faculty Emeriti status may retain their e-mail accounts (see Procedure section below). Faculty Emeriti accounts not accessed for one year will be disabled and deleted.

2.5.3.3.4. Faculty leaving the employ of the University in good stead may request their e-mail account be maintained on the system for a period of 60 days after their last day of official employment with the University to allow e-mails to be forwarded to their new e-mail address (see Procedure section below).

2.5.3.4. Part-Time faculty e-mail account retention.

2.5.3.4.1. At the discretion of the University of La Verne Administration, part-time ULV faculty will be provided with an e-mail account while they are employed with the University providing they do not violate other ULV policies such as 2.6 ULV Employee E-Mail Usage Policy.

2.5.3.4.2. E-mail accounts of part-time faculty who have not taught a class for ULV in over two years will be disabled and deleted.

2.5.4. Procedure

2.5.4.1. Faculty who wish to have their ULV e-mail forwarded to a non-ULV account for a period of 60 days after their last day of official employment may do so by sending a written request to the Chief Information Officer at cio@laverne.edu. The faculty member is responsible for setting up the
forwarding process in their ULV e-mail account prior to their official termination date (instructions available from the OIT Unified Service Desk at extension 4130).

2.5.4.2. Faculty Emeriti who wish to retain their ULV e-mail account may do so by sending a written request to the Chief Information Officer at cio@laverne.edu prior to their last day of official employment.

2.5.4.3. Administrator Emeriti who wish to obtain a ULV e-mail account may do so by contacting the OIT Unified Service Desk at extension 4130.

2.5.4.4. All employees will be e-mailed a copy of this policy once a year.