

OFFICE OF INFORMATION TECHNOLOGY (OIT)

Policies and Procedures Manual

2.4. University of La Verne Employee E-Mail Account Retention Policy

2.4.1. Purpose

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

2.4.2. Policy

- 2.4.2.1. Dismissed employee e-mail account retention.
 - 2.4.2.1.1. All University of La Verne computer accounts (including e-mail) of any and all personnel dismissed from the employ of the University will be disabled immediately.
- 2.4.2.2. Staff e-mail account retention:
 - 2.4.2.2.1. At the discretion of the University of La Verne Administration, University of La Verne staff will be provided with an e-mail account while they are employed with the University providing they do not violate any University of La Verne policies.
 - 2.4.2.2.2. Upon leaving the employ of the University, staff e-mail accounts will be disabled and access given to the employee's immediate supervisor upon request to ensure University-related communication are appropriately redirected.
 - 2.4.2.2.3. Staff members granted Administrator Emeriti status may re-apply for an Administrator Emeriti e-mail account. Administrator Emeriti accounts not accessed for two years will be disabled and may be deleted.
 - 2.4.2.2.4. Staff members who are continuing students at the time they leave the employ of the University may continue to use their student account.
- 2.4.2.3. Full-Time faculty e-mail account retention.
 - 2.4.2.3.1. At the discretion of the University of La Verne Administration, full-time University of La Verne faculty will be provided with an e-mail

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account while they are employed with the University providing they do not violate other University of La Verne policies.

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

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

2.4.2.3.4. Faculty leaving the employ of the University in good standing 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).

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

2.4.2.4.1. At the discretion of the University of La Verne Administration, part-time University of La Verne faculty will be provided with an e-mail account while they are employed with the University providing they do not violate other University of La Verne policies.

2.4.2.4.2. E-mail accounts of part-time faculty who have not taught a class for University of La Verne in over two years will be disabled and may be deleted.

2.4.3. Procedure

2.4.3.1. Faculty who wish to have their University of La Verne e-mail forwarded to a non-University of La Verne account for a period of 60 days after their last day of official employment may do so by sending a written request to the Provost and Chief Information Officer. The faculty member is responsible for setting up the forwarding process in their University of La Verne e-mail account prior to their official termination date (instructions available from the OIT Unified Service Desk).

2.4.3.2. Faculty Emeriti who wish to retain their University of La Verne e-mail account may do so by sending a written request to the Provost and Chief Information Officer prior to their last day of official employment.

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2.4.3.3. Administrator Emeriti who wish to obtain a University of La Verne e-mail account may do so by contacting the OIT Unified Service Desk.

2.4.3.4. All employees will receive a copy or link to this policy on a frequent basis.

2.4.4. Approval and adoption

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

2.4.4.2. 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.

2.4.4.3. 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.

2.4.4.4. 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.

2.4.4.5. Updated naming of ULV to La Verne as well as formatting of document. Reviewed and approved by the Interim Chief Human Resources Officer, Chief Information Officer, and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

2.4.4.6. Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.