

Separated Faculty/Staff

Separated faculty/staff may not maintain university e-mail accounts indefinitely regardless of whether they have been awarded emeritus status or not. Email accounts will be de-activated as described below.

1. Upon retirement, an employee will have access to their e-mail account for 60 days. A retired employee may request that the account be maintained for an additional 30 days by providing written justification, approved by their respective Dean, AVP or VP, to the AVP of Technology and Library Services.
2. Upon resignation or termination an employee will no longer have access to email. An employee who leaves in good standing may be granted 30 days access to email by providing written justification, approved by their respective Dean, AVP or VP, to the AVP of Technology and Library Services.