Retiree E-mail Account Policy
July 2012

Account access is available on request to retirees but it is not automatic. For a retiree who does not need continued access to a Colby account, ITS can provide the following continuing services:

1. A redirection message that goes to the sender of any email going to a closed account, providing both the new personal non-Colby email address to which personal correspondence can be sent and the address to which official departmental/College correspondence should be sent. No automatic forwarding of email to any address occurs.
2. The Colby Bulletin Board and the General Announcements to all Employees and Retirees can be sent to a personal non-Colby email address, enabling the retiree to keep in touch with events on campus.

Retirees who do not request continued access to a Colby account do not have access to the following services:

1. A Colby email account.
2. Although library circulation privileges are provided, without a Colby account the on-line circulation information, overdue notices and renewal of items are not available. Interlibrary loan requests cannot be submitted on-line.
3. Restricted library resources, when accessed from off-campus. Such access requires a Colby account to gain VPN or proxy-server access.
4. Faculty access to historic course rosters, online course evaluations and advising information, including advising notes, are not available without a Colby account.
5. Any College web site requiring authentication as a member of the community will not be available.

Retiring faculty members are likely to want continued access to their existing accounts and will on request be granted renewable 5-year access. A faculty member’s existing account will continue and access to advising records, course evaluations and other information will continue.

Retiring staff having a continuing, though unpaid, relationship with the College may also have continued access to existing accounts. This is expected to be a rare situation, though, requiring communication between the department head and the Dir. of IT Services.

All other retiring staff members (administrative and support) may, on request, have a new account created for use after retirement for a renewable 5-year period. The new account name will use a formula that reverses the sequence of first initials and last name (e.g., hgwells@colby.edu becomes wellshg@colby.edu).

Explanation for the requirement to create a new account for retired staff: Many staff members handle confidential correspondence associated with processes in their departments. When they retire, it is essential that we protect the confidential information that a sender may be transmitting to a now-retired staff member and we must also provide assurance that the departmental process that the sender has initiated will actually be completed. The retiring staff member’s account being closed will have a redirection message (described above) to inform the sender of the options for resending the email. Again, no automatic forwarding of email to any account will take place. The alias (e.g., Herbert.G.Wells@colby.edu) that might have been set by the staff member will not be available to point to the new account address. The flow of correspondence to the retired staff member must be interrupted, giving the sender the information needed to direct the correspondence to the proper address.

The Faculty/Staff Support Center will help coordinate the migration of personal email to the retiring staff member’s new account. The calendar will not be migrated but left intact for historical and continuity reasons. The support center can help migrating personal calendar information. Retiring staff members will have an obligation to ensure that their department has continued access to any work-related email,
documents and other information for continued operations. That needs to be part of the planning for retirement.

This policy will provide retiree access to College resources that recognizes their membership in the community, continued responsibilities by faculty to former students and colleagues, and continuity in departmental processes.

This policy does not extend to any faculty or staff member who leaves the College through any other process than retirement, except under special circumstances (e.g., extended sick or disability leave) and then only with the approval of the Director of ITS in consultation with the appropriate Vice President.

Questions about this policy should be referred to

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