

Retiree E-mail Account Policy

Purpose

The Retiree E-mail Account Policy is intended to provide access to College resources and recognize the membership of retirees in the community. This policy supports the continued responsibilities by faculty to former students and colleagues, and continuity in departmental processes by providing account access on request to both faculty and staff retirees.

Scope

This policy applies to Colby faculty and staff retirees.

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 Chief Information Officer in consultation with the appropriate Vice President.

Process and Eligibility

Due to the nature of their position and the need to access student records, retiring faculty will be granted continued access upon request. A faculty member's existing account 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 requiring communication between the department head and the Chief Information Officer.

All other retiring staff members (administrative and support) may, on request, have a new account created¹ for use after retirement. 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).

Retiring staff members will have an obligation to ensure that their department has continued access to any work-related e-mail, documents, and other information for continued operations as part of the planning for retirement.

Services

Retirees must request continuing email access or they will lose access to the following services:

1. A Colby e-mail 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 Colby web site requiring authentication as a member of the community will not be available.

The ITS Support Center will help coordinate the migration of personal e-mail 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.

Retiree E-mail Service Termination

E-mail accounts that are inactive for a period of one year will be deleted after appropriate efforts to reach the account user.

Retirees Not Requesting Continued Colby E-mail Account

For a retiree who does not need continued access to a Colby account, ITS can provide the following continuing service:

- A redirection message that goes to the sender of any e-mail going to a closed account, providing both the new personal non-Colby e-mail address to which personal correspondence can be sent and the address to which official departmental/College correspondence should be sent. No automatic forwarding of e-mail to any address occurs.

¹Explanation 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. Therefore redirection messages, not forwarding, will be employed to support completion of College processes.