



## **Email Account Policy**

### **Faculty**

All active faculty members (Full-time, Part-time, and Adjunct), will have an email account at Stetson University College of Law throughout their tenure. Faculty email accounts will only be established upon completion of paperwork through the Human Resources (HR) office. HR will then notify Information Technology (IT) of the new faculty's full name and Stetson ID. The account will be created at that time and the faculty member will be notified by IT of their username and password. IT will not create an account for any employee until notified by HR and will not give the password for a new account to any person other than the owner of the account. The password will be set to force a change upon the first log in.

When leaving Stetson University College of Law, the faculty member's email account will be deleted. Human Resources will notify IT of the deletion date via email. Human Resources will determine if the account will be deleted immediately or at a later date. If no date is specified, deletion will be immediate.

### **Staff**

All active staff members will have an email account at Stetson University College of Law throughout their active employment. HR will notify Information Technology (IT) of the new staff person's full name and Stetson ID. The account will be created at that time and the staff member will be notified by IT of their username and password. IT will not create an account for any employee until notified by HR and will not give the password for a new account to any person other than the owner of the account. The password will be set to force a change upon the first log in.

When leaving Stetson University College of Law, the staff member's email account will be deleted. Human Resources will notify IT of the deletion date via email. Human Resources will determine if the account will be deleted immediately or at a later date. If no date is specified, deletion will be immediate.

### **Contractor/Vender/Temp Agency Employees**

It is the responsibility of each supervisor to notify IT of any person hired as a contractor, vendor, or temp agency employee to set up an email account through Stetson University College of Law while working on campus. Upon termination of that employee, the supervisor will contact IT to terminate the email account. There will be no extensions of these accounts.

### **Retiree Accounts**

Upon official retirement from Stetson University College of Law, each retiree will be able to retain an email account through the college. Upon notification of an employee's retirement, IT will establish a new email address for the retiree and will notify him/her of the new email address and password. The criteria for the new email address will be the three initials of the employee's full name (i.e. Jane E. Doe's email account would become jed@law.stetson.edu). The retiree will have a period of six (6) months to remove any and all emails from their current account and forward that email to the new account and to furnish the new email account information to all contacts. During this period, the old email will automatically forward to the new account. The retiree will not receive warning of the old account's deletion.