POLICY TITLE: Email and Account Termination Policy
POLICY NUMBER: POLICY ADDRESS: To protect the campus computing infrastructure
POLICY PURPOSE: Faculty, staff, and retiree accounts

SUB-SECTIONS:
POLICY STATEMENT

- **Employee resignation/Faculty assignment cessation:** When faculty or staff members resign or no longer have a teaching assignment, network access is removed for network drives and system access. Email access will be available via Webmail for one (1) week following the resignation date or termination of assignment. It is the immediate supervisor’s responsibility to notify HR about the departure, instruct employees to dispose of account contents appropriately, and follow record retention guidelines as defined by NKU records management.

  *Note: Retired faculty and staff receive email account privileges via Webmail indefinitely, but will not be permitted network drive or any system access.*

- **Terminated employees:** When the university terminates faculty or staff employment, accounts are deleted immediately following the termination, as directed by Human Resources and/or the employee’s supervisor. It is the immediate supervisor’s responsibility to dispose of account and email contents appropriate, and follow record retention guidelines as defined by NKU records management.

- **Account Termination at end of each semester:** An audit will be performed at the end of each semester (December, May and August) to remove potential accounts that are no longer active. Any faculty account without a future assignment will be disabled, which can be reactivated with a new assignment. Any staff assignment that has not been in a paid status will also be deactivated.

- **Email abuse sanction:** After due process, if the relevant university office (e.g. Dean, Director, Chair, or other management) determines that computer account abuse necessitates loss of computing account privileges, accounts are disabled immediately, and is the immediate supervisor’s responsibility to dispose of account contents appropriately, and follow record retention guidelines defined by NKU records management.

**NKU Records Management** information, policies, and procedures can be found at [http://library.nku.edu/rm](http://library.nku.edu/rm)

**Enforcement**

Any faculty or staff within the university network found to have violated this policy may be subject to disciplinary action, up to and including potential legal action. Please see the [Acceptable Use Policy](#) for additional details on IT Usage and Policy enforcement.
Exception Process

Exceptions to policy requests are unique in nature and will be considered on a case-by-case basis. Justification, including a clearly defined end date, is necessary for all exception requests, and will require approval by the area Vice President.

Such exceptions may be due to extenuating circumstances, such as but not limited to, schedules or limiting factors with employee or supervisor availability, special or unique conditions with the email account and content,