

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY TEMPLATE</p>	<p><i>Employee Network/Email Account Provisioning</i></p> <p><input checked="" type="checkbox"/> NEW POLICY¹</p> <p><input type="checkbox"/> REVIEW OF EXISTING POLICY</p>	<p>LINK TO CURRENT POLICY <i>Faculty Staff Network Account policies and procedures</i></p>
<p>RESPONSIBLE OFFICE: <i>Information Services</i></p> <p>POLICY OWNER: <i>AVP Information Services</i></p>	<p>ORIGINATOR OF GOVERNANCE DOCUMENT: <i>AVP Information Services</i></p> <p>ORIGINATION DATE: <i>2014/09/18</i></p>	<p>EFFECTIVE DATE: <i>currently in effect as a business practice</i></p> <p>REVISION HISTORY: <i>supplements and clarifies existing Information Services policies and procedures</i></p>

PART 1. RATIONALE

- A. Students and taxpayers provide most of the funding for operations of Rhode Island College, including its information technology resources; accordingly, it is the obligation of the college to ensure that the use of these costly assets will be limited to eligible individuals who are actively engaged in support of the college’s mission.
- B. Employees who are transitioning out of college employment have the right to know beforehand how long their network and email access will continue so that they may make satisfactory arrangements.
- C. Automation of network and email account provisioning increases administrative efficiency but requires consistent standards in order to operate properly.
- D. Timely termination of network and email accounts for employees no longer with the college safeguards the college network from any potential damage due to unauthorized use.

PART 2. SCOPE

All college employees (see Part 4, Section A for employee categories)

PART 3. DEFINITIONS [AS USED IN THIS DOCUMENT]

authentication	a process whereby access is gained to campus technology; it requires a college-supplied user name and user-generated password. The purpose of authentication is to confirm the identity of the user in order to protect against unauthorized use of the campus network as well as the information resources residing within the network
automatic reply (or “autoreply”)	a setting within Microsoft Outlook that returns a standard message to emails that are received; this is done without user intervention
AVPIS	assistant vice president for information services
campus network access	permission to log in to campus technology, requires user authentication

¹ This is the first codification of an ongoing business practice, therefore, while this is technically a new *policy*, it does not differ from current practice

category A	an IT category used for employees on special monthly payroll and all other employment categories other than faculty or staff; this category is eligible for a parking pass and college ID
category C	an IT category used for employees on special monthly payroll and all other employment categories other than faculty or staff; this category is eligible for a parking pass, college ID, and email
category E	an IT category used for employees on special monthly payroll and all other employment categories other than faculty or staff; this category is eligible for a parking pass, college ID, and email
DoH	date of hire
DoT	date of termination of employment
enterprise resource planning (ERP)	software for the management of large-scale, integrated, organizational business processes -- typically a suite of integrated applications—that an organization can use to collect, store, manage, and interpret data from many activities. At an institution of higher education, these processes may include human resource management, student records, budgeting, financial reporting, online payment processing, automated billing systems, purchasing, facilities management, project management, scheduling, and other such functions. The applications that make up the system share data across the various departments that provide the data. ERP facilitates information flow within an organization, and can also manage connections to outside constituencies. In 1999, Rhode Island College inaugurated use of PeopleSoft for this purpose.
faculty	an employment status that includes the following position categories: tenure track/continuing, limited term, adjuncts ² , and temporary appointments
IT	information technology
learning management system (LMS)	a software application for the development, administration, documentation, tracking, reporting, and delivery of electronic educational technology. In 2009, RIC began implementation of the Blackboard LMS.
shares	a network folder or other repository for electronic information that can be accessed by an employee, but that is not under the control or administration of that employee
special monthly payroll	an employment status that provides compensation only for services provided on a temporary, non-continuing basis
staff	an employment status that includes the following categories: non-classified professional staff (both union and non-union), classified employees, and employees paid from third-party funds (e.g., RIC Foundation)
termination	employee separation of service from the college, regardless of cause – could include retirement, transfer, resignation, end of limited period of appointment, or other circumstances

² For the purpose of this policy, adjunct faculty include all adjuncts who are represented by the RIC Adjunct Faculty Union, as well as those outside the bargaining unit who are employed in a teaching assignment in any given semester

PART 4. STATEMENT OF POLICY

- A. The following standards shall apply for the provisioning and termination of all employee network and email accounts:
1. Faculty:
 - a. Status: employed or on leave³
 - i. ERP and LMS access will be provided based on role and will begin with DoH
 - ii. Email account will be provided upon DoH
 - iii. Campus network access will be provided upon DoH
 - b. Status: resigned
 - i. ERP and LMS access will be terminated seven (7) days after DoT
 - ii. Email account will be terminated seven (7) days after DoT; this will be followed by eight (8) months of autoreply
 - iii. Campus network access will be terminated one (1) day after DoT
 - c. Status: retired
 - i. ERP and LMS access will be terminated one (1) year after DoT
 - ii. Email account will be terminated one (1) year after DoT
 - iii. Campus network access will be terminated one (1) day after DoT
 - d. Status: emeritus
 - i. ERP and LMS access will be available based on role
 - ii. Email account will be available in accordance with the college's [practice on emeritus appointments](#)
 - iii. No campus network access will be provided
 2. Staff:
 - a. Status: employed or on leave
 - i. ERP and LMS access will be provided based on role and will begin with DoH
 - ii. Email account will be provided upon DoH
 - iii. Campus network access will be provided upon DoH
 - b. Status: resigned

³ For the purpose of Part 4, section A.1.a of this policy, the term "on leave" includes all adjunct faculty, even those not teaching in any given semester, not to exceed two semesters from their most recent teaching assignment

- i. ERP and LMS access will be terminated seven (7) days after DoT
 - ii. Email account will be terminated seven (7) days following DoT; this will be followed by two (2) months of autoreply
 - iii. Campus network access will be terminated one (1) day following DoT
 - c. Status: retired
 - i. ERP and LMS access will be terminated seven (7) days after DoT
 - ii. Email account will be terminated one (1) year following DoT
 - iii. Campus network access will be terminated one (1) day following DoT
 - d. Status: emeritus
 - i. ERP and LMS access will be available based on role
 - ii. Email account will be available in accordance with the college's practice on emeritus appointments
 - iii. No campus network access will be provided
 - 3. Special monthly payroll and IT job categories A, C, and E:
 - a. Status: contract in force and IT category "A"
 - i. ERP and LMS access will be provided based on role and will begin with DoH
 - ii. Not eligible for email account
 - iii. Campus network access will be provided upon DoH
 - b. Status: contract in force and IT category "E" or "C"
 - i. ERP and LMS access will be provided based on role and will begin with DoH
 - ii. Email account will be provided upon DoH
 - iii. Campus network access will be provided upon DoH
 - c. Status: Contract expired
 - i. ERP and LMS access will be terminated one day after DoT
 - ii. Email account will be terminated one (1) day following DoT; this will be followed by two (2) months of autoreply
 - iii. Campus network access will be terminated one (1) day following DoT
- B. Other provisions
1. As the provision and termination of employee network and email accounts is an automated process, no exceptions to the provisions of Part 4 of this policy are allowed.
 2. Notification concerning any immediate termination or unexpected death must be relayed directly to the AVPIS for the initiation of an early account termination process.

3. All electronic documents stored on shares will become immediately inaccessible to all terminated employees; an employee requiring access to shared storage after departure should request documents and/or access through the Office of Human Resources.
4. Autoreply text will be standardized for all terminations; for special circumstances, autoreply text will be coordinated through the AVPIS.

PART 5. PROCEDURES

N/A

PART 6. GUIDELINES

N/A

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
AVPIS	Administration and oversight of applicable provisions of this process
Director, Office of Human Resources	Administration and oversight of applicable provisions of this process

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	Email
policy clarification and other assistance	Office of Human Resources	(401) 456-8216	Employment@ric.edu
policy clarification and other assistance	Office of Information Services	(401) 456-8825	InfoServices@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	Any action that deviates from the standards set in Part 4 of this policy
Potential consequences	Human Resources or Information Services must act to rectify any issues
Where to report violations	Human Resources or Information Services, as appropriate

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Faculty Staff Network Account Information
Network/Email Account Processing Form
Orientation for New Faculty
RIC Adjunct Faculty Union Agreement
RIC Official Practice on Emeritus Appointments

Rhode Island College

EMPLOYEE ACCOUNT PROVISIONING AND TERMINATION HANDLING

EMPLOYEE CATEGORY	EMPLOYEE STATUS	ENTERPRISE RESOURCE PLANNING (PEOPLESOFT) & LEARNING MANAGEMENT SYSTEM (BLACKBOARD)	EMAIL	CAMPUS COMPUTER ACCESS
Faculty: continuing, term, temporary appointments, and adjuncts	Employed/on leave	Role-based; begin = DoH	Begin = DoH	Begin = DoH
	Resigned	End = DoT + 7 days	End = DoT + 7 days; followed by 8 months autoreply	End=DoT + 1 day
	Retired	End = DoT + 1 year	End = DoT + 1 year	End=DoT + 1 day
	Emeritus	Role-based	For life, provided the title remains active	No access
Staff - PSA, BOG, classified, paid via another entity (eg., RIC Foundation)	Employed/on leave	Role-based; begin = DoH	Begin = DoH	Begin = DoH
	Resigned	End = DoT + 7 days	Ends DoT + 7 days; followed by 2 months autoreply	End = DoT + 1 day
	Retired	End = DoT + 7 days	Ends DoT + 1 year	End = DoT + 1 day
	Emeritus	Role-based, begin = DoA	For life, provided the title remains active	No access
Special Monthly Payroll and IT job categories A, C, and E	Current contract + category A ("Access"); includes parking and ID Card	Role-based; begin = DoH	No access	Begin = DoH
	Current contract + category E ("Email") or C ("Coach"); includes parking, ID Card, and email	Role-based; begin = DoH	Begin = DoH	Begin = DoH
	Contract expired *	End = DoT + 1 day	End = DoT + 1 day; followed by 2 months autoreply	End = DoT + 1 day

* Affordable Care Act implementation requires changes in employee codes and business practice; Changes are in process.

<p>KEY: DoA = Date of Appointment DoH = Date of Hire DoT = Date of Termination IT = Information Technology</p>	<p>NOTES:</p> <ul style="list-style-type: none"> Automation of the above matrix assumes NO exceptions to the automation rules. Any immediate termination or unexpected death must be relayed directly to the AVPIS who will initiate an early account termination process. All electronic documents stored on "shares" will become immediately inaccessible to all terminated employees; an employee requiring access to shared storage after departure should request documents/access through Human Resources. Autoreply text will be standardized for all terminations; For special circumstances, autoreply text will be coordinated through the AVPIS.
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