UT Martin Faculty/Staff Email Creation, Deletion and Continuation Policy

Purpose

The purpose of this policy is to formalize the assignment of e-mail accounts at UT Martin. It is intended to help UT Martin Faculty and Staff understand how and when accounts are created and deleted and how notifications are made.

Policy

Email Creation

The Faculty/Staff email creation process begins when new hires are entered into the IRIS system with an “active” or “pending” status. This process must take place prior to an email account being assigned. On the third day after the new hire has been entered into IRIS, an automatic email will be sent to the department head requesting the following information:

Does the new hire require an email account?

Is the new hire considered faculty?

Is the new hire considered staff?

(If the department head deems that the new hire will be in a position that does not require an email account, no account will be created and the process is terminated)

Once this information is received by Information Technology Services, the email account is created and an automated email is sent to the department head containing the new hire’s email address, password scheme and any other pertinent information. The new hire’s email account will generally be available for use on the first business day following the reply by the department head with the requested information.

When an email account is created for a new employee, security awareness training must be completed within 14 days for email privileges to remain active. The department head will be notified in the original email and the employee will receive an email with instructions for the security awareness training from the Program Resource Specialist for employee training in ECOS.
Email Deletion

The Faculty/Staff email deletion process begins when current employees are terminated in IRIS. When the employee is terminated in IRIS, an automated helpdesk request is generated for the email account to be deleted. The email account is then set to expire one month after the employee’s termination date. This gives the former employee ample time to make necessary arrangements for an email account elsewhere. The email account is then deleted one month after the expiration date. *(The former employee cannot access the email after the expiration date without assistance from Information Technology Services)*

Deletion of Retiree Email Accounts

Retirees are handled on a one-by-one basis. Once the automatic termination request is received and if the reason is retirement, the retiree is contacted to determine whether or not they want to keep their email account. If they do not wish to keep it, the email account is deleted according to the normal email account deletion policy.

Post Retirement Email Accounts

If a retiree returns to work at UT Martin post-retirement, an email account is created according to the normal account creation policy, if one does not exist. Otherwise, the retiree simply uses the existing account. Once the retiree’s work assignment ends, deletion of the account would follow the normal retiree account deletion policy.

Special Circumstances with Email Account Creation and Deletion

Email accounts may be created, deleted or continued by Information Technology Services as directed by the Chancellor’s Office. Any special request should be routed through the respective division to the Chancellor’s Office for approval. UT Legal Counsel may also place litigation holds on existing email accounts resulting in those accounts remaining on the email system until Legal Counsel directs that it may be deleted.