

Policy for Deactivation and Removal of Faculty and Staff Accounts

Purpose

The purpose of this policy is to establish guidelines for deactivation and/or removal of faculty and staff accounts due to a change in employment status.

Policy

A change in the employment status of St. Cloud State University (SCSU) faculty or staff requires adjustment in access to accounts to reflect appropriate privileges consistent with that change. Questions related to this policy or its implementation should be directed to [Human Resources](#).

Procedures

All change of employment should be communicated to [Human Resources](#).

Type of Employment Status Change

Appointment End

For faculty whose work assignment has ended and have not separated, the account will be disabled and all technology services ended 110 days after the end of last work assignment. For staff and administrators whose work assignment has ended and have not separated, the account will be disabled and all technology services ended 45 days after the end of last assignment. The account and all associated email, personal files, web space, and other materials will be held offline for one year before removal. Requests to keep the account and services active beyond policy should be made to [Human Resources](#).

Separation: Resignation and Retirement

For faculty, staff, or administrators who separate (resign or retire), the account will be disabled and all technology services ended 45 days after the end of last assignment. The account and all associated email, personal files, web space, and other materials will be held offline for one year before removal. Requests to keep the account and services active beyond policy for those who resign from St. Cloud State should be made to [Human Resources](#).

Faculty, staff, and administrators who retire from St. Cloud State may seek to keep St. Cloud State technology services as an Emeritus. Nominations for emeritus appointment originate in the employee's home department or administrative area. For more information see the [Emeriti Policy](#) and [Emeriti Procedure](#).

Termination (involuntary)

All requests and conversations related to involuntary termination should be directed to [Human Resources](#). Human Resources will work with the supervisor and appropriate parties to determine course of action.

Sabbatical/Leave of Absence

Faculty and staff in this employment status remain employees of St. Cloud State; therefore, the St. Cloud State technology access privileges remain unchanged, unless a change is specifically requested to [Human Resources](#).

Removal

Faculty, staff, and administrators' accounts and all associated email, personal files, web space, and other materials are removed and deleted from SCSU technology services environment (cannot be recovered) after remaining in a disabled account state for one year.