

SU IT Access for Faculty (Life Cycle)

- New Faculty Creation Process
 - GullNet, Email and network accounts will automatically be generated when contract is completed by Human Resources in PeopleSoft
 - Designee for the faculty department will receive an email with login credentials
 - Faculty member will gain GullNet faculty access once the Acceptable Use Policy and Policy Acknowledgements are completed in GullNet.

- Returning (Adjunct) Faculty Process
 - If returning within the 9 month grace period
 - Email and network access are still active
 - GullNet account is re-enabled
 - Email sent to faculty member stating GullNet access has been re-enabled.
 - If returning after the 9 month grace period
 - Same steps followed as “New Faculty” above

- End of Contract Processing
 - 20 days before contract ends, and 7 days before contract ends, faculty member receives an email from PSSecurity titled “Salisbury University IT Access Change-please read” Sample Email attached.
 - The day after contract ends GullNet access is disabled and faculty member marked to have access expire for email and network in 9 months.

- End of 9 Month Grace Period
 - Email and network access disabled. Email account will be deleted 6 months after it is disabled if employee has not returned to SU.

- Retiree/Emeriti
 - Faculty Emeriti are extended the opportunity to continue to use their SU email account for as long as they wish to keep it.
 - Retirees automatically have their email active for 3 years after retirement.
 - Every 3 years thereafter, they will receive an email from PSSecurity asking if they would like to renew their account for another 3 years. This process goes on indefinitely.
 - Emeriti who do not respond to the renewal email (usually done June 30th), will find their account disabled. A prompt email or call to the HelpDesk and the account can be re-enabled.

Sample Email to Faculty/Staff (20 days & 7 days) before contract ends:

This correspondence is in regard to your employment contract with Salisbury University, Art department. The contract is scheduled to expire on 12/17/16.

If a contract renewal is in process and the appropriate paperwork has been submitted to the Human Resources or Payroll Office, please disregard this notice. If not, per legislative requirements, at the expiration of your contract your Salisbury University IT access will be disabled as follows:

*** Faculty - Gullnet account will be disabled, email and network access remains active for 9 months**

*** Staff - Gullnet, email and network accounts will be disabled**

*** Retirees - Gullnet account will be disabled; email access remains active for 3 years, with the option of renewal**

If you are anticipating that your employment contract is to be renewed, please contact your manager/supervisor to follow up on the status of this renewal. Please be advised that the appropriate paperwork MUST be received by either HR or Payroll PRIOR to your current contract end date to AVOID your computer account(s) being disabled.

If you have any questions about your contract renewal, please contact the Human Resources Office at 410-543-6035. If you have questions about the actual disabling of your computer accounts, please reply to this email.