Resolution 2019-2020-21 University Email Access for Faculty
Leaving the University

Whereas, a faculty member’s scholarship, teaching, and community and professional service are life-long efforts that transcend employers, and

Whereas, access to colleagues through email is critical to a faculty member’s execution of these missions, especially given the permanence of email addresses on published research articles and elsewhere, and

Whereas, a permanent forwarding address for separated faculty (including researchers) is standard practice at most US research universities, and

Whereas, the competitiveness of UCF in attracting top-quality faculty depends on facilitating an individual’s life-long missions in scholarship, teaching, and service, and

Whereas, colleagues and administrators at UCF have an interest in maintaining contact with a separated colleague to conduct research, transfer grants, transfer knowledge from the former employee to UCF, and for many other reasons, and

Whereas, there are no mechanisms in place or available to advise every interested party of the new email address of a separated employee, therefore

BE IT RESOLVED that:

Faculty members who separate from the university shall be allowed the following:

1. At the former employee’s option, one of the following actions:
   a. forwarding of email sent to the university email address(es) they were known by to an address of the employee’s choosing, forwarding to a Knights email address, or
   b. an auto-reply to senders indicating a change of address, or
   c. discarding all messages.

   The action must be maintained by the Administration for two academic years after the academic year of termination. The former employee may opt to change actions during this time.

2. Access to or copies of all the email sent to the former employee’s UCF accounts and still stored on UCF servers, as tagged and organized into folders by the employee, in an open standard format that can be read by standard email client software. Also, all contacts, calendar entries, files, and other information stored by the employee on UCF servers or on computing hardware provided for the former employee’s use by UCF, except for information the former employee may no longer legally access, due to confidentiality, privacy, license, or similar reasons. Data related to the former employee’s non-academic functions (e.g., staff or administrative work) is excluded. The former employee must specifically identify the material to be given and provide the storage media to be used or access to online storage outside UCF that will receive the data. At UCF’s option, the
former employee may be required to do the copying themselves and within a reasonable time.

The Provost or President may restrict or alter a former employee's access to protect the interests of the university. In such cases, the reason, manner, and duration of restriction must be written and reported to the former employee. Such cases should be rare. A summary report of the number, nature, and reasons for such restrictions in the past academic year shall be delivered within 60 days after the end of the academic year to the Chair of the Faculty Senate Personnel Committee.

Since the Collective Bargaining Agreement preempts the Resolution process, the Administration may, at their option, restrict the access of groups of faculty whose post-employment email access is covered in the Collective Bargaining Agreement to the rights negotiated therein, without restricting the access of other groups.

Approved by the Information Technology Committee on January 29, 2020.
Approved by the Faculty Senate Steering Committee on February 6, 2020.