Separated and Retiring Employee Offboarding Policy

ROWAN UNIVERSITY POLICY

Title: Separated and Retiring Employee Offboarding Policy
Subject: Information Resources and Technology
Policy No: IRT:2018:05
Applies: University-Wide
Issuing Authority: Senior Vice President for Information Resources and Technology and Chief Information Officer
Responsible Officer: Vice President for Information Resources and Technology and Chief Technology Officer
Date Adopted: 08/07/2018
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Last Review: 01/07/2022

I. PURPOSE

This policy is intended to outline and define offboarding expectations relating to Rowan NetID accounts and other related systems and services for employees resigning, retiring, or otherwise separating from the University.

II. ACCOUNTABILITY

Under the direction of the President, the Chief Information Officer and the Chief Information Security Officer shall ensure compliance with this policy. The Vice Presidents, Deans, and other members of management will implement this policy in their respective areas.

III. APPLICABILITY

1. This policy applies to all employees of Rowan University who are resigning, retiring, or otherwise separating in good standing with Rowan University. The specific offboarding policy defined in section V of this document will be based on the employee's last active position as defined in Banner. In the event an employee is not in good standing at the time of the separation, a separate offboarding process will be initiated in accordance with Human Resources and Information Resources & Technology procedures.
2. This policy is retroactive and will supersede any previous agreements, policies and procedures relating to employees who have resigned, retired, or have otherwise separated from the University.
3. For the purposes of this document, employees are classified as either:
    a. Emeriti/ae which includes retired or retiring faculty with an emeritus/a designation.
    b. Separated employees which includes all other individuals resigning, retiring, or otherwise separating from the University. This includes, but may not be limited to faculty, staff, and/or administrators.
4. Any conflicts regarding this policy will be resolved at the discretion of Human Resources and Information Resources & Technology.
5. This policy may be changed at any time without notice.

IV. DEFINITIONS

Refer to the Rowan University Technology Terms and Definitions for terms and definitions that are used in this policy.

V. POLICY

1. Primary Resources: Rowan NetID Accounts, Email Addresses, Home Directories
    a. Emeriti/ae are entitled to maintain their Rowan NetID Account, email address, and home directory contents indefinitely if the following criterion is met:
        i. Members of this population must reaffirm their intent to maintain their Rowan NetID Account every 180 days on https://netid.rowan.edu/.
    b. Separated employees are eligible to maintain their Rowan NetID Account, email address, and home directory for a duration based on their designation at the time of separation:
        i. Adjuncts or 3/4 time faculty may maintain access to primary resources if:
            1. The user has an active teaching contract recorded in Banner.
            2. The user is assigned to teach a future course in Banner.

               If the adjunct or 3/4 time faculty do not have an active teaching contract recorded in Banner or is not assigned to teach a future course in Banner, the adjunct or 3/4 time faculty will maintain access to primary resources for 365 days after the date of separation which is recorded as the personnel date in Banner.
        ii. Lecturers, tenured and tenure track faculty, staff and administrators are not eligible to maintain any primary resources after the date of separation which is recorded as the personnel date in Banner.
        iii. Any population not explicitly defined in V.1.b.i or V.1.b.ii of this document will adhere to the policy defined in section V.1.b.ii.
2. Secondary Resources: Library Resources, Google Apps, etc.
    a. Emeriti/ae will retain access to most services and resources provided by Rowan University when not in conflict with licensing or policy restrictions or as defined in III.1 of this document.
    b. Separated employees will lose access to all systems and services provided by Rowan University according to the timeline defined in V.1.b of this document. Systems and services include, but are not limited to: Library Resources, VPN Access, Google Apps, and Microsoft O365.
3. Sensitive Resources:
    a. Emeriti/ae and Separated Employees will lose access to services or systems that contain or handle Rowan University data that is classified as Confidential, Private or Internal. Access to these resources will be revoked after the last date of employment (as recorded in Banner, including any accrued leave time) or by request of the Information Security Office, Human Resources, or business unit supervisor in order to protect Rowan University data. This revocation will be handled based on the regulations that the business unit is adhering to, upon request from the supervisor, or as defined in III.1 of this document.
4. Exceptions to the Policy
    a. Separated employees may request a temporary account extension of no greater than 60 days if an Employee is in accordance with III.1 of this document. This request must be approved by the Information Security Office (ISO) and the separated employee's direct supervisor. All requests must be received no fewer than 7 days before the date of separation in the Rowan Support Portal.
    b. Separated employees with concerns on how their specific affiliation at the university may be incorrect can request that this be reviewed by contacting Human Resources. Any changes to a separated employee's affiliation with the university will be reviewed and implemented by Human Resources.
    c. Retired Employees who are still completing academic work for the university will need to be sponsored by the Provost as an affiliate of the university. Once sponsored as an affiliate, the Provost is responsible for ensuring that the affiliate is informed of all university policies.

By Direction of the CIO:

Mira Lalovic-Hand,
SVP and Chief Information Officer