

# EMAIL ACCOUNT POLICY

<b>POLICY No.:</b>	023
<b>SCOPE:</b>	All Faculty, Staff and Administrators
<b>APPROVAL:</b>	Senior Management Team
<b>DATE OF ORIGINAL POLICY:</b>	October 21, 2008
<b>LAST UPDATED:</b>	
<b>SCHEDULED REVISION DATE:</b>	October 2013
<b>CONTACT:</b>	Director, Computer Services

## **1 Purpose**

Electronic mail, or email, is becoming an important way to communicate today. NSCAD University (“NSCAD”) maintains an email server for use by staff and faculty.

## **2 Policy**

Upon request to Computing Services, Regular Full-Time, Regular Pro-Rated, and Regular Part-Time faculty and staff with continuing appointments may ask to have an email account set up for them. Other faculty and staff, such as Independent Course Appointments (ICA’s), may have an email account created for them. The request must be signed by the Chair of the Division or the Dean for faculty, the Department Head for staff, or the Director of Human Resources for either faculty or staff (“Approving Person”). Requests should be in the form attached.

For Independent Course Appointments (“ICAs”), the account will be for the length of their contract, allowing a lead time of four weeks before the start of their contract and terminating four weeks following the termination of their contract. The Manager, Computing Services should be advised of the time frame in order to configure the account accordingly.

For Regular Part-Time faculty (“RPTs”), the account will be for the length of their appointment to the RPT Precedence List. The Manager, Computing Services should be advised as to the start date and, upon termination, end date of the RPT’s appointment.

The naming convention for NSCAD email accounts is as follows:

1. FirstInitialLastName@nscad.ca. For example, Joe Smith’s email address would be

- jsmith@nscad.ca. If this results in a duplicate email address,**
- 2. FirstInitialSecondInitialLastName@nscad.ca. For example, Joe Smith's email address would be jnsmith@nscad.ca if the method in 1 above results in a duplicate (assuming Joe Smith's middle name is Neil). If both 1 and 2 result in duplicate addresses,**
  - 3. FirstNameLastName@nscad.ca. For example, Joe Smith's email address would be joesmith@nscad.ca if the methods in 1 and 2 above result in a duplicate email address.**

**For those with hyphenated last names, the LastName component of their user ID will be the last part of the hyphenated name. For example, Potvin-Jones would have a LastName component of Jones.**

**Any email accounts created on NSCAD servers will be terminated on the individual's last day of work at NSCAD except as noted above. Human Resources should advise Computer Services as to the individuals involved and their last day at NSCAD.**

## REQUEST FOR EMAIL ACCOUNT – FACULTY AND STAFF

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested date for account activation: \_\_\_\_\_

If ICA: End date of contract: \_\_\_\_\_

I acknowledge that I have read and agree to be bound by the NSCAD University Acceptable Use Policy as amended from time to time as well as any rules set out by NSCAD computing facilities when using said computing facilities.

Signature of applicant: \_\_\_\_\_

Approving Person: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

WHEN COMPLETED SEND TO: Computer Services

FOR OFFICE USE ONLY
Username: _____
Password: _____
Email address: _____
Date: _____