

Faculty and Staff Email Accounts

I. Statement

The purpose of Lander University's email systems is to provide email services to the faculty and staff for conducting University business. This type of service allows the faculty and staff of Lander University to conduct collaborative work efforts and share information with students, coworkers, and colleagues regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, faculty and staff should conduct themselves in a professional manner during their communications. Every email message sent from your Lander account carries Lander's name, and all communications should reflect that.

This service is provided free-of-charge to the faculty and staff of Lander University. Accounts are for individual faculty or staff members, and should not be loaned out to family or friends. The accounts also fall under the South Carolina Freedom of Information Act and may be subject to be released to the public. These accounts will be used at times for distribution of pertinent employee announcements; for this reason, all employees are expected to use and maintain their email account.

University computing resources are not to be used by unauthorized persons. Failure to maintain proper security of your account, which can be used only by you, may result in its termination.

II. Issuance of Accounts

Accounts will be generated for all faculty and staff employees upon employment. Additional accounts for users will be generated, as necessary and when requested by the appropriate Unit Head. Only the President and/or a Vice-President of the university can approve the creation of accounts for non-employees.

III. Expiration of Accounts

Emeritus faculty Email accounts for Emeritus faculty as defined in the faculty handbook will be maintained but must be requested annually.

Employees Leaving the University Email accounts for faculty and staff leaving the university will expire immediately and will be closed as soon as administratively feasible. Accounts created for retirees prior to July 1, 2013 will be maintained but must be requested annually.

Employees Dismissed from the University Email accounts for faculty and staff dismissed from the University will expire and be closed immediately.

IV. Password Administration

Users will be provided information concerning his/her account and the default password for that account via campus mail. The user must change this password every 365 days. Email account information can also be obtained from the ITS Help Desk.

V. Use of Email Accounts

Faculty and staff email accounts are subject to the university's Technology Acceptable Use policy. Employees are responsible for reading, understanding, and complying with that policy. Questions regarding the acceptable use of email accounts should be directed to the Office of Information Technology Services.

Email services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving email of this nature, report any and all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing email; this will help aid in the locating of the individual who is harassing them.

VI. Attachment Size

Email attachments are limited to 10 MB. Please use careful judgment when sending email attachments that are large in size.

VII. History

- Reviewed and revised 6/26/2019.
- Reviewed and approved 9/8/2015.