

Retiring Faculty – Email/Library Database Continuation Form

This form is for retiring faculty with at least 15 years of continuous service (or Emeritus Status, retiring after 1/1/19) as designated by University Provost.

Retirees: Please complete the form below to indicate if you wish to keep your Exchange Mailbox and/or Library Database access once you retire. Once completed, the form should be provided to the Provost’s office for signature and then forwarded to Human Resources.

IMPORTANT: This form must be returned to Blythe Josovitz in Human Resources within 30 days of your retirement date or all emails in your account will be deleted.

Retiree’s Name: _____

Employee ID Number: _____

EXCHANGE MAILBOX

_____ I **do not** want to keep my Exchange mailbox after retirement.

_____ I **do** want to keep my Exchange mailbox. (Requires regular password resets on your NetID account as per University policy).

Required info to keep Exchange mailbox:

Home address: _____

Daytime phone: _____

Alternate email address (if available): _____

LIBRARY DATABASES

_____ I **do not** want to keep access to the Library databases.

_____ I **do** want to keep access to the Library databases.

_____ I understand that all other computer access at Fairfield University will be disabled as of my termination date. If I return to teach as an adjunct, I will again get access to any computer access required for that teaching position.

Retiree’s Signature

Date

Provost’s Signature

Date

Office of Human Resources sent to IT Help Desk on _____
Date