

**Title** – Emeriti Support Policy

**Policy Abstract** – Birmingham-Southern College will provide limited technical support to emeriti faculty who are assigned work space at the College for the purpose of continuing professional activity.

**Responsible Office** – Information Technology, Administration

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**Applies To** – Emeriti faculty

**Effective Date** – 5/19/2009

**Revision Dates** – 9/4/2012 – Placed in the new policy format

1. **Introduction/Background** – Emeriti faculty may request workspace in the Library. Allocation of space will be determined by the Director of the Library and the Provost.
2. **Purpose** – To clarify issues involving the provision of computing/printing availability, network (including the Internet) and software application access, telephone service, and technology support.
3. **Applicable Regulations** – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources
4. **Policy Statement** –
  - At the time a faculty member retires from active teaching – and if that faculty member has been recognized with emeritus status, the faculty member will be permitted to relocate the existing office computer to the emeriti office location. This computer will then be removed from the standard replacement cycle for active faculty members. Future repair or replacement of that unit will be at the discretion of the College.
  - Individuals who have acquired multiple computing units through grants or endowed funds are expected to select one computer for relocation. All additional computing equipment will be returned to the general College inventory for reassignment as appropriate. If any special technology equipment is required for professional work, arrangements may be made with IT to address those needs.
  - Printing services will be provided on the same shared network basis as for regular faculty/staff printing. The College does not provide nor does it support individual desktop printers.
  - A telephone with local calling service only may be possible, subject to line availability.

- Each emeriti faculty will retain a Birmingham-Southern College network account and e-mail address that is linked to that account. Full network access is provided to all software applications for which the College maintains a campus license agreement on campus-owned equipment.
5. **Details** – Emeriti faculty will request and receive support from IT for professional activities in the same manner as other College constituents. The Help Desk is available via web access, e-mail and X4849 and will accept requests during normal business hours. Priority will be given to active faculty, staff and student needs with emeriti faculty receiving assistance as time permits. Any exceptions to the elements of this policy must be authorized by the Vice President for IT.
  6. **Definitions** – SACS is the Southern Association of Colleges and Schools.
  7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.