



Automated Response Options *Developed for Utica College Email Policy*

At the discretion of the appropriate vice president, dean, or supervisor, email messages that are sent to faculty and staff who have left Utica College or who have retired may be copied to the vice president, dean, or supervisor for a specific period of time to provide business continuity. In addition, at the discretion of the appropriate vice president, dean, or supervisor, email messages that are sent to faculty and staff who have left the College or who have retired may be forwarded to the departed employee's new email address. In both cases, the sender may receive a response informing him or her that the recipient has left the College or retired and suggesting that records be updated.

Below are sample automated responses. To put an automated response into effect, or to arrange for automated forwarding, please contact the Utica College Help Desk. Vice presidents, deans, or supervisors who approve automated email forwarding and/or responses must notify the Office of Human Resources and Integrated Information Technology Services as to how long the automated email forwarding and/or responses should remain active. The maximum amount of time that automated forwarding and/or responses may remain in place is one year from the date of departure or retirement.

Option One: Retirees

Faculty and staff members who retire from the College retain access to their email accounts. Vice presidents, deans, or supervisors may choose to implement this automated response:

This is an automated reply to inform you that **INSERT RETIREE'S NAME** has retired from Utica College but is still receiving email messages at this address. If you are writing to **INSERT RETIREE'S NAME** about Utica College business, please resend your message to the following email address:

INSERT APPROPRIATE EMAIL ADDRESS.

Option Two: Employees Who Have Left Utica College Before Retiring

Except when otherwise arranged to serve the College's needs, access to faculty and staff email accounts expires once the person leaves the College and is marked as inactive in Banner. Vice presidents, deans, or supervisors may choose to implement this automated response:

This is an automated reply to inform you that **INSERT FORMER EMPLOYEE'S NAME** is no longer at Utica College.

OPTIONAL PARAGRAPH:

Your email has been forwarded to **INSERT APPROPRIATE EMPLOYEE'S NAME AND TITLE.**

Please send future messages directly to **INSERT
APPROPRIATE EMPLOYEE'S NAME** at **INSERT
APPROPRIATE EMPLOYEE'S NEW EMAIL ADDRESS**.