01. PURPOSE

01.01 This Policy and Procedure Statement (PPS) supplements the computer account management policies and procedures found in UPPS No. 04.01.01, Security of Texas State Information Resources, UPPS No. 04.01.02, Information Resources Identity and Access Management, and UPPS No. 04.01.07, Appropriate Use of Information Resources. This PPS specifies the university affiliates permitted to establish, maintain, and retain an automated email forward.

02. DEFINITIONS

02.01 Automated Email Forward – a feature of the university electronic mail system that allows the owner of a Texas State email address to specify a different email address at which to receive messages addressed to the owner’s Texas State address. In effect, mail addressed to the owner’s Texas State email address is not delivered to the owner’s Texas State inbox, but routed instead to a different address previously specified by the mailbox owner.

02.02 Other terms (e.g., Affiliation, NetID) carry the definitions assigned to them in the UPPS’s referenced in section 01.01.

03. ELIGIBILITY FOR AN AUTOMATED EMAIL FORWARD

03.01 Texas State provisions and de-provisions automated email forwarding services as described in this PPS. The above notwithstanding, Texas State reserves the right to discontinue automated email forward services for any single user, any group of users, or all users, at any time at its sole discretion.

03.02 Individuals must belong to at least one of the following Texas State affiliation groups to create, retain, and manage an automated email forward: Student, Faculty, Staff, Graduated Student, Retired Faculty, Retired Staff, and TSUS Staff. Except as provided in sections 03.03 and 03.04 below, Texas State will remove the automated email forward associated with a NetID upon deactivation of that NetID. (See also the NetID deactivation policies described in UPPS No. 04.01.02, Information Resources Identity and Access Management.)

03.03 Graduated Students and Retirees. To foster long term relationships with its graduates and retirees, Texas State intends to perpetually support the automated email forward of persons in the Graduated Student, Retired Faculty, and Retired Staff affiliation groups.
03.04 Faculty. To facilitate ongoing scholarly activity, Texas State will support the existing automated email forward of a faculty member for one year beyond the deactivation date of his or her Texas State NetID. In addition, recently separated faculty may establish a new automated email forward provided they present Client Services with written authorization from the dean of their former college within 30 calendar days following their separation date from the university.

03.05 Texas State will remove any automated email forward upon owner request, provided the owner supplies satisfactory proof of identity.

04. EXCEPTIONS AND SPECIAL CASES

04.01 As a general rule, whenever an affiliation ends, one’s eligibility for an automated email forward is determined by one’s remaining affiliations. In applying that rule, some situations present special challenges. The most common example occurs when an individual belongs to more than one affiliation group at the same time, such as a staff member enrolled in Texas State classes. If such an individual terminates employment and remains enrolled, the individual’s NetID and automated email forward both remain active beyond the employment separation date by virtue of the ongoing Student affiliation.

04.02 Exceptions to the provisions of this PPS require prior authorization from the associate vice president for Technology Resources or designee.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

05.01 Major responsibilities for routine assignments associated with this PPS include the following:

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<thead>
<tr>
<th><strong>Position(s)</strong></th>
<th><strong>Section</strong></th>
<th><strong>Date</strong></th>
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</thead>
<tbody>
<tr>
<td>Director, Client Services</td>
<td>All</td>
<td>Annually</td>
</tr>
<tr>
<td>Associate Vice President for Technology Resources</td>
<td>All</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Approved: __________________________
Associate Vice President for Technology Resources

Approved: __________________________
Vice President for Information Technology