

NAPA VALLEY COLLEGE
Procedure for Deactivating Network Accounts

A. SEPARATIONS

HR notifies IT of all faculty, staff, and administrative separations. Unless otherwise noted, these network accounts will be deactivated upon the employee's separation.

B. PART-TIME FACULTY

1. Accounts are only valid for active employees.
2. Accounts may expire automatically, based on employment status.
3. Accounts are reinstated once assignments/PAFs are approved (VP, BOT, etc.) and processed.
4. As per consensus at the DITC (District I.T. Committee), account lapses can be avoided if Division Chairs provide IT a list of faculty and staff who will be employed in the subsequent semester.
5. For part-time faculty who regularly teach one semester each year, the division chair or dean may request an exception for continuance of the account.

C. HOURLY CLASSIFIED AND PROFESSIONAL EMPLOYEES

A PAF must be completed each semester, or every six months. The network account is deactivated on the end date of the PAF. So, supervisors must submit PAF's in a timely fashion in order to ensure that network accounts are not deactivated. When an hourly employee separates from the college, it is the responsibility of the supervisor to notify both HR and IT. Upon separation, IT will deactivate the network account. Supervisors are also responsible for notifying IT when student workers leave the department so network accounts and/or Datatel permissions can be deactivated.