

Technology Use Standard for Emeritus Faculty, Professionals, and Administrators

1. Objective

This standard governs the use of APSU-owned computers, software, and technology resources by emeritus faculty, professionals, and administrators who are conducting research not funded by grants or are performing voluntary work for the university. It ensures responsible use, security compliance, and proper resource allocation in alignment with APSU policies and IT standards.

2. Scope

This standard applies to all emeritus faculty, professionals, and administrators who have been granted approval by the Provost or a divisional Vice President to engage in university-related work post-retirement.

3. Approval and Sponsorship

- All voluntary or research work must be approved in writing by the Provost or a divisional Vice President.
- The Dean or Department Head must agree to fund all required technology resources, including enterprise and specialty software.

4. Equipment Provision and Replacement

- Any required computers or equipment must be purchased by the sponsoring college or department.
- If existing APSU-owned equipment is retained by the emeritus individual, the sponsoring unit must purchase a replacement device to maintain the integrity of the IT Employee Equipment Replacement rotation.
- All equipment must comply with the requirements outlined in the SEC-S009 University Owned Device Standard.

5. Software Licensing and Costs

- All software used must be appropriately licensed and paid for annually by the sponsoring department.
- A valid FOAP (Fund, Organization, Account, Program) must be provided by the Dean or Department Head for all technology-related purchases and renewals.

6. Security and Compliance

- Emeritus users must complete APSU's employee annual security training in addition to retiree annual training.
- All devices used for in university-related work must meet APSU's minimum security requirements.

7. Agreement and Accountability

- Emeritus individuals must sign a [formal agreement](#) that includes:
 - A defined end date for the approved work.
 - A commitment to return all APSU-owned equipment at the conclusion of the work.
 - Acknowledgment of responsibility for compliance with APSU IT policies and procedures.
- Agreements are renewable based on recommendation of the Department Chair.

8. Document Maintenance

- **Document Owner:** Associate Vice President and Chief Information Officer
- **Effective Date:** 09/01/2025
- **Review Cycle:** Annual