

### **Further privileges and clarification of established privileges:**

**Business Cards:** Due to the generosity of an anonymous donor, faculty emeriti may order at any time through the Office of Faculty Development, business cards with the SNC logo reflecting their status and contact information.

**Computer Account:** When you retire from St. Norbert College, your computer account will automatically be converted to a retiree account, and the files on your M drive will be retained (they will not be deleted). You may continue to log in to the College network and use your SNC e-mail account. This account may be used indefinitely, as long as it is kept active. The computing resources available with this account include:

- Continued use of your account and storage space on the campus computer network,
- The same log-in I.D. and e-mail address that you used as an employee, and,
- Continued use of your St. Norbert College e-mail account, which may be forwarded to another e-mail address if you choose. Forwarding instructions can be found at <http://www.snc.edu/pw/forward.html>
- All retirees must adhere to the St. Norbert College Computing and Networking Appropriate Use Policy. Any violation of the policy will result in immediate termination of computer access.
- If you've already retired and have let your account lapse (i.e., if you no longer have an active SNC account), you will need to complete the Retired Employee Computer Account Application Form. A copy of the form can be found at <http://www.snc.edu/techsupport/forms/retireeapp.html>

**Warning: Unused accounts are deleted:** Retiree accounts that are **not used for 180 days** will be **deleted**, unless the e-mail address is being forwarded. This means that if you do not log-in to your e-mail or the campus network for 180 days and do not have your SNC e-mail forwarded, your account and all of your files will be permanently removed.

You may continue to use the computer labs and attend any training sessions. Unfortunately, you will not be able to borrow any equipment.

Your retiree computer account will automatically continue to receive SNC News, the internal newsletter for the campus community.

In addition to the Office of Faculty Development, if you have any questions or need more information, please call the Technology Support Services Help Desk at (920) 403-HELP (4357), via e-mail at [helpdesk@snc.edu](mailto:helpdesk@snc.edu), or stop by the Help Desk in JMS 223-224.

**Faculty I.D.:** Your I.D. will remain active after your retirement. You will be able to continue to use your I.D. in the same manner as before. This includes being able to put custom cash on your card. You will also be able to continue to attend sporting events. If you no longer have your I.D., a new one can be obtained from Campus Card Services in the Student Union.

**Library Privileges:** You may still use your I.D. to borrow items from the Library. You will be allowed to check out materials for four weeks instead of a semester. Please note the DVD/video collection has been moved from Media Services to the Mulva Library where items are available for check-out.

**Parking:** You have the choice of applying for a parking permit, which allows you to park in any of the employee parking spots. You may also choose not to get an employee parking permit, and instead, use guest parking. If you have any questions or need more information, please call the Campus Safety Office, 403-3948.

**Technology Support Services (Media Services is now under the expanded Technology Support Services):** All services currently afforded to faculty are extended to Faculty Emeriti. Please note the DVD/video collection has been moved to the Mulva Library where items are available for check-out.

**SNC Magazine:** You will not automatically be added to the magazine distribution list. If you wish to receive the magazine, please contact the Office of Communication at 403-3557. **NOTE FROM PUBLICATIONS EDITOR:** Previous issues of the magazine included some of the activities of our emeriti professors, and more are always welcomed to be included in future issues. For instance, we have covered awards received by Frank Wood and Gerald Mattern, the retirement of Marshall Moss from his work in church music, Bob Boyer's Learning in Retirement courses, and Ken Zahorski's poetry. Some of these activities are the natural extension of a scholarly career, some are quite new departures. All are of continuing interest to our readers! These articles are of particular value because they come from professors who likely had a long career at St. Norbert and so are known to many more readers than their younger colleagues.

#### **Further Professor Emeriti privileges/opportunities:**

Traditionally, Professor Emeriti have been invited to the President's Dinner in the fall and the Dean's Faculty Awards Reception in the spring, along with several other college community events, such as Commencement.

The Office of Faculty Development welcomes Professor Emeriti to all our events, including, Celebrating Collegiality, Spotlight on Scholarship, Faculty Development Annual Conference, and Celebrating Student and Faculty/Staff Collaborations. Invitations are sent via e-mail, mail, or announced in our newsletter.

In addition, Professor Emeriti are invited to lunch once per semester to connect with other colleagues. Any agenda set for these lunches is determined by the Faculty Emeriti.

The Office of Faculty Development is charged with recognizing those newly awarded the rank of Professor Emeriti. This is accomplished during the Dean's Faculty Awards Reception in the spring and continues with a congratulatory/thank you dinner for new Emeriti and their guests.

The OFD is responsible for encouraging a continuing productive relationship between emerita and emeritus faculty and the College. Please contact the Office of Faculty Development (403-3860) with any questions, concerns or suggestions of how we can serve our Professor Emeriti.