Faculty Retirement Program – Computer

Retiring faculty can opt to keep their current computer with HR approval

Prior to pick up by Information Technology (IT), the retiring faculty member will:

o Remove all FERPA related data from the computer (example, Final course grades).
o Identify all personal (non-Gettysburg College owned) files, data and folders to be preserved by creating a documented file list, a folder list or both. Retiree acknowledges that everything else on the computer will be irretrievably lost.
o The retiree agrees that all personal software they own on the computer will have to be reinstalled by the retiree after IT and the vendor have finished their work. It is the responsibility of the retiree to insure that all related license keys and re-installation software are retained and available for this purpose prior to IT pickup.
o Retiree must submit a help desk request indicating completion of the above work and request that IT pick up the computer for processing.

IT is responsible for:

When the above has been completed, IT will pick up the computer and deliver it to an outside vendor selected by IT that will:

- Backup the personal files and data to be preserved as documented by the retiree.
- Re-Format and securely wipe all hard drive(s) on the computer
- Install and if needed, license to the retiree
    1. A licensed, authentic, new, clean (not upgrade) hardware compatible install of the most current home version of Microsoft or Apple operating system for workstations and all appropriate updates.
    2. The most current Microsoft Office Professional Suite and all appropriate updates
    3. Free Adobe Reader

4. Free (not trial) Virus/Threat Protection and up to date definition files
   - Restore to the computer the personal files and data that were backed up.
- o When the vendor is finished with their work IT will remove the computer from the Gettysburg College inventory, close the associated help desk ticket and deliver it to the retiree if he/she is still on campus. If the retiree is no longer on campus it is the retiree's responsibility to make an appointment with IT and come to campus and pick up the computer.
- o IT will bill the HR FRIP Program for the costs and services incurred by this process, and a comparable replacement computer.
- o All further computer and software support is entirely the responsibility of the retiree.

Faculty Retirement Program – Computing Resources

- A retired faculty member will continue to have access to:
  - o Outlook email account
  - o Archived Outlook email
  - o myGettysburg account
  - o Email forwarding
  - o Campus digests
- CNAV account: moved to staff view

Notes:

- Hardware warranties, if any, do not transfer.
- The program is not retroactive to people who already retired.
- Retiree should sign form stating that they have removed all FERPA data.
- All Microsoft Work-At-Home software from Gettysburg College's program is also invalid.
- This program only applies to the retiree's current employee machine and not to any laboratory or research computers.
- If the retiree has a laptop, then only the laptop itself remains with the retiree. If the retiree has a desktop,

then the computer, monitor, keyboard, and mouse remain with the retiree.

- Only software listed above will be installed and licensed.
- Gettysburg College is not responsible for any data loss or malfunction.
- Gettysburg College and the outside vendor will apply reasonable effort to perform work on current computer.
- The operating system and software installed will be limited by the hardware configuration of the computer.