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| Type: | C (Institutional) | Last Approved: Feb. 28, 2008 |
| Executive Responsibility: | Vice-President Administration & Finance | Next Review: Mar, 2010 |
| Administrative Responsibility: | Director, Information Technology Services | Policy: 45.01 |

STATEMENT:

For the purpose of access to Vancouver Island University information technology resources, an associate is defined as an individual who meets the requirements of one of the categories listed below and has completed the prescribed application process.

Access to Vancouver Island University information technology resources means:

- A Capitan computer account.
- A Vancouver Island University email address.
- Access to computer workstations that are available to students.
- Access to wireless networks available to Capitan user accounts.

Honorary Research Associate

The Honorary Research Associates approved under [Policy 31.08](#), Honorary Research Associate, are entitled to IT access privileges for the duration of their appointment.

Adjunct Faculty

Adjunct Faculty designated under [Policy 31.14](#), Adjunct Faculty, are entitled to IT access privileges for the duration of their term.

Retired Employee

Employees retiring from Vancouver Island University may, upon request, retain their University computer account and email address for a period of 12 months following their date of retirement. Retired employees may renew this access privilege annually for life. Details of the program are covered in Vancouver Island University [Policy 43.31](#), Retired Employee Privileges.

Temporary VIUFA Faculty

Temporary VIUFA Faculty whose appointments have ended, shall retain IT access privileges as stipulated in the VIUFA Collective Agreement.

Cross Reference:

[Policy 31.08](#) Honorary Research Associate

[Policy 31.14](#) Adjunct Faculty

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