

# Retention of University Email Accounts for Retired Professors

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# Why is it important to retain email accounts?

Maintain decades of academic contacts

Career continuity

Effective communication

Retain access to research related information

Accurately representing university affiliation

Maintain professional identity

Strengthens institutional memory and reputation

Honors long-standing contributions

Maintain connection with university

# Research on the topic

Used Elicit to conduct a mini-review: “What research has been done regarding retired academics or professors and their access to university email accounts?”

Used Co-Pilot to search for best practices

Used Co-Pilot to create a policy based on best practices

# Research Findings

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- Tizard (2004) – 21 institutions in the UK (retired academics)
  - Two thirds provided email account access
- Thody (2011) – Unnamed university, UK
  - Email access for Emeriti was variable
- De Santo (2014) – Depts of Medicine in 20 countries
  - Data on email is combined with other items (labs and literature) – 41%
- Porter (2025) – University of Manitoba study of Senior Scholars and Professors Emeriti
  - We found that although both of these types of academic retirees could retain their email account because of their specific position, transitions were sometimes problematic





**University**  
**of Manitoba**

# University of Manitoba Email Options

## Professors Emeriti

- All Emeriti continue to have access to their UM email account

## Senior Scholars

- All Senior Scholars continue to have access to their UM email account while they have a Senior Scholar appointment

## All retirees

- All retirees from the university whether professors, instructors, or staff of any kind can have a retiree account at no cost
- @umr.umanitoba (Microsoft Exchange)

# Senior Scholar Appointments

- Retired from academic appointment
- Wishes to continue or engage in active research and scholarship at the University
- Recommended by the department head and dean/director, approved by the President
- Appointed for terms of three (3) years
- May have access to office or laboratory space, secretarial assistance, computer services and other academic support services as may be deemed appropriate by the head of the academic unit concerned
- Eligible to apply for grants and contracts under the aegis of the University
- May be eligible for supervising graduate students



# Emeriti Appointments

- Honorary appointments for life
  - Have all the same benefits as Senior Scholars with no term limits
  - Automatically are able to supervise graduate students
  - Not all individuals with these appointments are interested in continuing their scholarly work infinitely
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# Retiree Email Account

Optional service which must be requested

May only be used for personal purposes or to continue scholarly work, not for commercial or business purposes whether for profit or not ([Terms of Use](#))

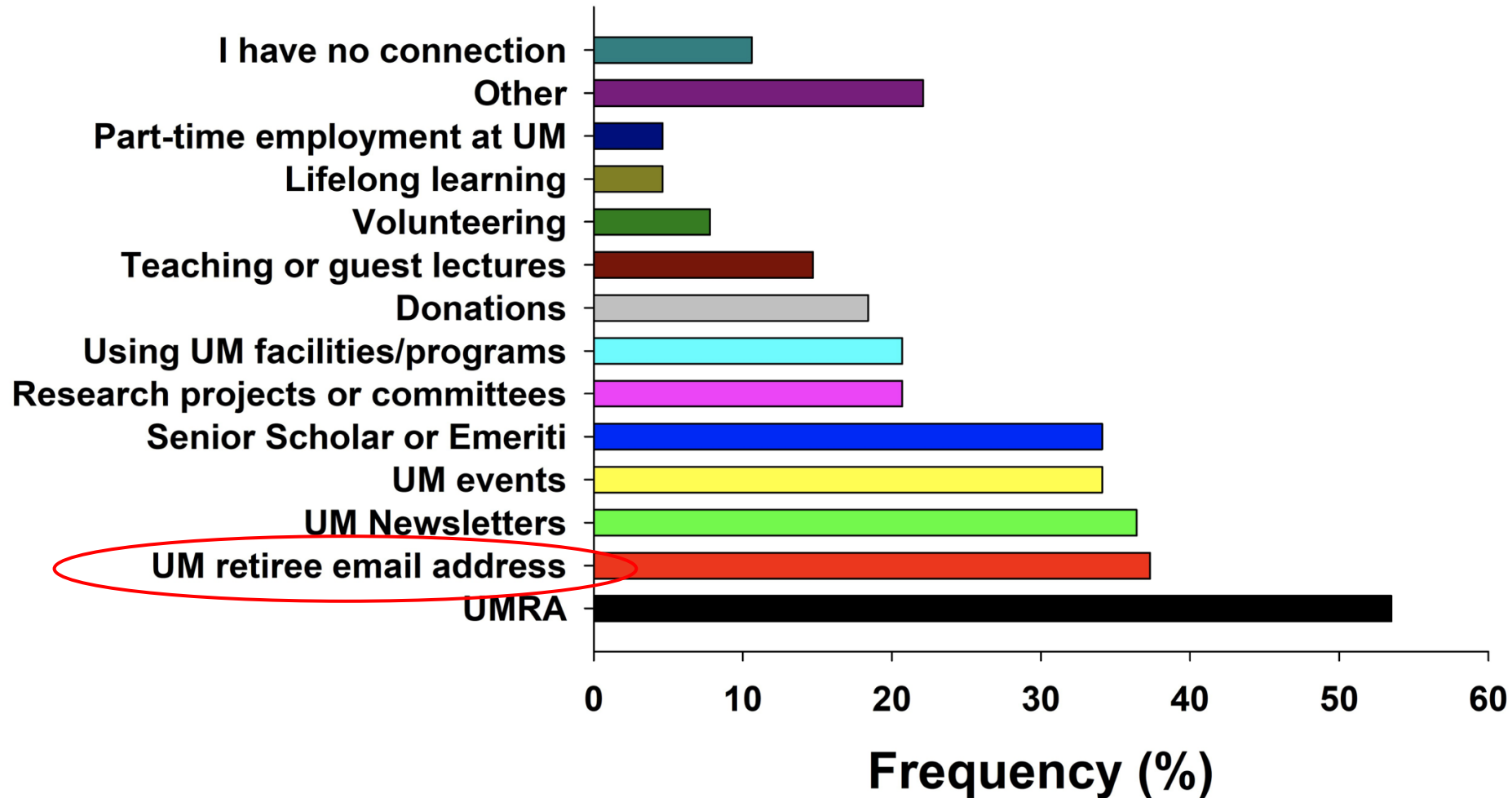
New email address which is close to previous address (@umr)

May forward personal or scholarly emails manually, not university business

Collecting and retaining personnel information (including about students and employees of the university) or confidential business information about the university within a retiree email account is prohibited.

Individuals can create a ticket with the IT support unit to assist with setting it up and setting up an out-of-office retiring message (for 6 months) from the existing account

# Ways that all retirees stated that their connection to UM is maintained



# Caveats to Access

Retiree email may be accessed through a browser using Microsoft 365 Outlook online

The full Microsoft 365 suite of applications is not available to retirees

Retirees have some access to library resources, but these are available primarily in-person, there is no access to electronic journal articles

Senior Scholars and Professors Emeriti have full access to library resources

Senior Scholars and Professors Emeriti may have access to full Microsoft licenses, and other university networks, software, etc.

# Costs related to email accounts

# ChatGPT prompt by Jože Gričar

How much does it cost a university annually to provide a university email account after a professor retires?

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- Google Workspace Education Fundamentals has no cost “for core services like email and basic collaboration”
    - No licensing costs but university still has indirect costs
    - “Some Google education upgrades: about \$33–\$48 per user per year depending on features.”
  - Microsoft 365
    - Microsoft 365 Education A3: about \$38–\$55 per faculty user per year
    - Microsoft 365 Education A5: about \$65–\$96 per user per year
  - If email only then “often works out to a few dollars per year per user.” (\$1 to \$10)
  - Free education license (0 to \$5)



# University of Manitoba Experience with upgrading Microsoft 365 licenses

- Through a strategic initiative funded project, UM conducted a pilot with several offerings for Senior Scholars and Professors Emeriti.
  - One option was for individuals to opt-in to receiving the full Microsoft 365 license, which is available to paid employees.
  - Since offering this option in the fall, 9 individuals requested the M365 A3 license upgrade
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# Best practice examples regarding email

# Best practice examples

## – US, non-Emeriti (CoPilot findings and website checks)

- *Princeton offers 185 to 240 day transition period depending on faculty type, plus to one–two years of forwarding*
    - *[Starting July 14, 2025](#), NetIDs and email forwarding services for non-emeritus retirees will be deactivated one day after their official retirement date. This change is aimed at reducing key cybersecurity threats such as hacking, impersonation, and phishing attacks.*
  - *WIU allows pre-2024 retirees to retain accounts if they remain active and complete annual security trainings and up to one–two years of forwarding*
    - *[Employees who retire on June 25, 2024](#) or after will have their WIU email account disabled on the day of their retirement, except as provided in the “Email Sponsorship” section below.*
    - *Any individual interested in maintaining access to a WIU email account may apply for such access through a sponsorship process coordinated by University Technology.*
  - *UVA lowers storage to 50 GB email / 100 GB OneDrive and advises retiring users to transfer files*
    - *Email [accounts@virginia.edu](mailto:accounts@virginia.edu) to request to keep your account active. Do this on or shortly after your retirement date.*
  - *Some institutions explicitly restrict forwarding to personal email due to FERPA, HIPAA, etc.*
  - *When retirees continue working with departments, sponsored access can be extended.*
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# Canadian Best Practices (Co-Pilot findings and website checks)

## *Mandatory Multi-Factor Authentication (MFA) for Emeriti (UBC)*

*As part of UBC's upcoming transition to the cloud-based Microsoft 365 (M365) platform, all Emeriti email accounts have been moved to Exchange Online. Multi-Factor Authentication (MFA) is now required to access Alumni UBC email.*

*No blanket email rights, continued access depends on departmental approval (UT)*

*Faculty can keep but staff cannot*

*Retirees retain access if they request it during the HR retirement interview (UG)*

*University of Manitoba most generous*

## Europe, UK, and Australia (Co-Pilot findings)

It seems that Emeriti  
primarily have access  
although not universally

Generally non-Emeriti do not  
unless they have an honorary  
or associate status

ETH Zurich provides a  
“@retired” address

# Asian Universities (Co-Pilot Findings)

- *Most do not publish policies like North American or UK universities*
  - **Japan:** *Many national universities provide emeritus faculty with limited email access, often without cloud storage or collaboration tools.*
  - **South Korea:** *Email retention is common only for emeritus professors who continue supervision or funded research.*
  - **Taiwan:** *Similar to Japan, but some research-intensive universities allow renewable access for continued publication activity.*
  - **Mainland China:** *Retired academics typically lose accounts within 6–12 months, unless:*
    - *They hold an active research contract, or*
    - *They are rehired on a part-time or project basis.*
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Slides on best practices  
policy created by  
Co-Pilot

# Purpose and Principles

## **Support for Scholarly Engagement**

Policy ensures retirees maintain active roles in research, mentorship, and academic communities beyond employment.

## **Digital Inclusion and Ageism**

Policy addresses digital ageism by preventing sudden loss of access and promoting lifelong academic identity.

## **Security and Compliance**

Retiree access requires adherence to data protection and multi-factor authentication standards for security.

## **Transparency and Fairness**

Clear eligibility and access guidelines ensure emeritus holders retain privileges and others have fair access paths.

# Eligibility Requirements

## **Emeritus and Honorary Access**

Emeritus and honorary retirees receive full, indefinite access to institutional email and IT accounts to support ongoing research and collaborations.

## **Academically Engaged Retirees**

Retirees active in teaching or research maintain email access during their engagement to facilitate continued academic contributions.

## **Non-Emeritus Retiree Access**

Non-emeritus retirees can request limited-access email accounts for personal and scholarly use under controlled institutional IT services.

## **Balanced Security and Fairness**

The policy balances security needs with fairness through a tiered model accommodating diverse retiree profiles and institutional capacities.

# Account Structure and Options

## **Emeritus Retiree Accounts**

These retirees retain full account functionality preserving academic identity and access to institutional systems.

## **Active Non-Emeritus Retiree Accounts**

Retirees with confirmed academic involvement have active accounts for collaboration and communication.

## **Retiree-Specific Email Accounts**

Non-emeriti retirees receive web-based email accounts supporting personal and scholarly use with limited features.

## **Forwarding-Only Email Solutions**

Minimal connectivity option providing forwarding service for professional contact without full mailbox access.

# Security and Data Protection

## **Multi-factor Authentication**

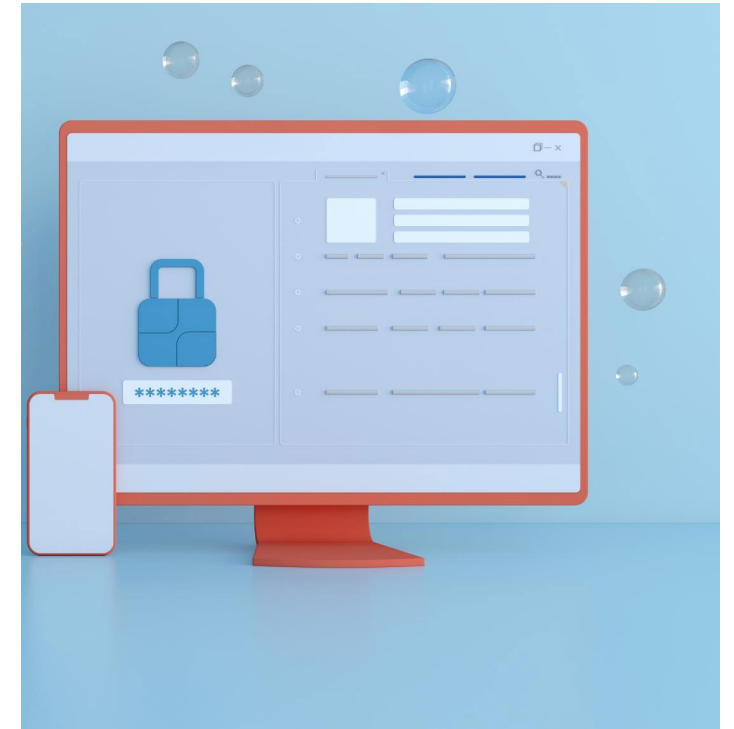
Mandatory multi-factor authentication enhances retiree account security against unauthorized access.

## **Account Activity Monitoring**

Inactivity triggers deactivation after set periods, preventing unused accounts from becoming security risks.

## **Data Handling Policies**

Retirees must follow policies to protect confidential information and comply with regulations.



# Duration, Transition, and Termination

- **Access Duration Policies**

- Different retiree categories have tailored access durations, from indefinite to renewable five-year terms.

- **Transition Procedures**

- Transition planning starts months before retirement to guide staff on account options and communication setups.

- **Termination and Reinstatement**

- Accounts terminate under specific conditions with mechanisms for reinstatement and appeals to ensure fairness.



# Connected Beyond — Retirement —

*Universities should provide the use of a university email  
account to all active retired professors  
so they can stay connected to academic networks*