

Policy 1605

Faculty Access to University Services and Facilities Prior to Appointment Date

Responsible Office	Office of the Provost	Effective Date	11/1/00
Responsible Official	Provost	Last Revision	1/16/08

Scope

This policy sets forth guidelines for access to certain University services and facilities for new faculty prior to the start of their appointment dates. The faculty access privileges outlined in this policy also apply to new postdoctoral associates and new postdoctoral fellows. Pre-employment access to University services and facilities is not normally provided for staff or other individuals.

Reason for Policy

New faculty, postdoctoral associates or postdoctoral fellows may need access to certain University services and facilities in order to prepare teaching materials, conduct research, or conduct other professional activities prior to the effective date of their University appointments.

Policy Statement

Those who manage the University services listed below may grant access to faculty, postdoctoral associates and postdoctoral fellows up to 65 days prior to the effective date of their University appointments. Requests for access must be made in accordance with University procedures.

- Yale identification cards
- Electronic mail (email)
- PPP accounts (remote access)
- Meeting Maker
- Library privileges
- Building access (key or keycard entry)
- Parking
- Training classes

The creation of a record in the Human Resources database is necessary to initiate the generation of a network ID (NetID), which is often a prerequisite for further access to Yale services. Department administrators, business managers and others who are responsible for initiating records in the human resources database for these individuals must do so sufficiently early for services to be granted as requested.

Generally, access requests will commence on May 1 for appointments effective July 1, on July 1 for appointments beginning September 1, and on November 1 for those who begin mid-year, or for spring term appointments. Faculty who begin their appointments at other times should also be accommodated under this policy.

In the event that an individual receiving pre-appointment services from the University withdraws prior to the start date of his or her appointment, all access to University services and facilities must be terminated immediately. It is

the responsibility of the department administrator or business manager to request such terminations. Service managers must complete the termination requests promptly.

Special Situations/Exceptions

Exceptions to this policy require the approval of the Provost or designee.

Related information

[3501 PR.05](#) Faculty Appointments

Contacts

Subject	Contact	Phone/Web
Interpretation of policy	Deputy Provost	432-4453
NetID, email, PPP access, Meeting Maker	Client Accounts	http://www.yale.edu/its/accounts/ Phone: (203) 432-6627 email: client.accounts@yale.edu
ID cards	ID Center	Central: 246, Church; Phone: 432- 0165 http://www.yale.edu/idcenter/
		Medical: 333 Cedar; Phone: 785-4286
Library privileges	Privileges Office, Sterling Memorial Library	SML - 120 High St; Phone: 432-1853 http://www.library.yale.edu/circ/privlegs.htm
Parking	Parking & Transit Service	Central: 2 Whitney Ave; Phone: 432-9790 Medical: 333 Ceder Street, SHM, C E1; Phone: 785-6456
Training Classes	Learning Center	221 Whitney Ave; Phone: 432- 5660 http://www.yale.edu/learningcenter

Roles and Responsibilities

Office of the Provost

Establishes guidelines for faculty, postdoctoral associate and postdoctoral fellow pre-appointment access to University services and facilities.

User Accounts

Creates NetIDs for individuals in the human resources database up to 65 days prior to the appointment effective date. Establishes user accounts from properly submitted and authorized requests for the services named in this policy, subject to standard University terms and conditions.

ID Center

Issues University ID cards to qualified individuals as described in this policy.

Parking and Transit Service

Makes parking services available under the terms of this policy and according to standard University guidelines and procedures.

Libraries

Makes faculty access privileges available under the terms of this policy and according to standard University guidelines and procedures.

Learning Center

Provides learning opportunities from its established programs and curriculum.

Department administrator

Provides to business support center in advance of appointment start date all information necessary for creation of Human Resources record. Submits properly authorized requests for e-mail and other services.

Employee

Provides information to department administrator necessary for creation of Human Resources record. Activates NetID to initiate use of University services. Obtains photo ID at ID Center office.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
