

Siena University

Identity Management Policy

UNIVERSITY POLICY

Policy Title:	Identity Management Policy
Type or category of Policy:	University Policy
Approval Authority:	The Provost and Senior Vice President
Responsible Executive:	The Provost and Senior Vice President
Responsible Office:	Chief Information Officer within Information Technology Services
Owner Contact:	Angelo Santabarbara, Chief Information Officer asantabarbara@siena.edu 518-782-6996
Reviewed By:	CIO and President's Cabinet
Reviewed Date:	June 1, 2026
Last Revised and Effective Date of Revision:	June 1, 2026

Reason for Policy

Identity management governs the lifecycle of electronic identities, encompassing provisioning, de-provisioning, and managing intermediary changes. This policy outlines the protocols for handling network accounts, which serve as an individual's electronic identity at Siena University

Scope of the Policy: Entities or Individuals affected by this policy

This policy is applicable to all students, faculty, staff, and administrators of Siena University. It also applies to anyone granted access to a Siena University account including Volunteers, visitors, and personnel employed by on-campus contractors (e.g., ABM, AVI, ReconMR, St. Peter's, Friary, Bookstore, ROTC employees, etc).

NOTE: The use of a Siena University account or any IT resources requiring access through the use of a Siena University account is subject to all University policies, including but not limited to the Acceptable Use Policy, E-Communications Policy, Data Classification Policy as well as applicable federal, state, local, and international laws and regulations.

Definitions

Retiree -- Full time staff, faculty, and administrative employees who (i) terminate employment at age 60 or older, (ii) completed at least 15 years of full time employment with Siena University after age 45, and (iii) are considered to be in good standing with the institution as determined by Human Resources.

The Official Policy

1. Students

- A Siena University network account will be created for all confirmed or registered students including auditing students.
- Accounts will be provisioned and access provided according to the academic and admissions cycle.
- Upon graduation, a student's network account will be migrated to alumni status. An alumni account will have restricted access to IT resources such as network storage, productivity tools, and library resources.
- Should an alumnus return to Siena University as a student, their account reverts to student status, restoring full access to resources.
- If an alumni account remains inactive for five years (1,825 days), it will be disabled.
- If a student does not register for courses for two consecutive academic years, their account will be disabled.
- In the event a student formally withdraws or transfers from Siena University, their account will be disabled 90 days after the final approval of their withdrawal form.
- Expelled students will have accounts disabled immediately.

2. Faculty

Onboarding

- A Siena University network account is generated for all faculty members upon confirmation of their hiring. This account is automatically created once Human Resources inputs the necessary identification and hire date data into Banner.
- A faculty employee's network account will be provisioned once the supervisor completes the ITS Account Request form. Account provisioning grants access to email, network storage, and the required system permissions associated with the position. Following successful provisioning, the new employee and/or their supervisor will receive the necessary network credential information.

Separation

- Any faculty member separating from Siena University who is not considered a retiree or emeritus professor, per the Faculty Handbook, will lose access to their Siena University account effective the day of separation.
- Any faculty member who meets the definition of a retiree but is ineligible for emeritus status will similarly lose access to their Siena University account on their separation date.
- Any faculty member who meets the retiree definition and is eligible to apply for emeritus status will have until the last day of their contract to apply. If they are not awarded emeritus status, their Siena University account access will be terminated upon notification to ITS by Academic Affairs.
- Any faculty member who has been awarded emeritus status will be eligible to retain their Siena University account. Limitations or restrictions on the use of the account will be in accordance with the Faculty Handbook.
- Adjunct faculty accounts will be disabled upon notification from Academic Affairs or Human Resources that the individual will no longer be teaching, or after 18 months of inactivity.

3. Administrators and Staff

Onboarding

- A Siena University network account is generated for all staff and administrative employees upon confirmation of their hiring. This account is automatically created once Human Resources inputs the necessary identification and hire date data into Banner.
- An employee's network account will be provisioned once the supervisor completes the ITS Account Request form. Account provisioning includes email access, network storage access, and required permissions for systems access needed for the position. Once an account has been provisioned, the new employee and/or the supervisor will receive information about network credentials.

Separation

- A staff or administrative employee will not retain their Siena University account upon separation from the University. This rule applies universally to all staff and administrators, regardless of the nature of their separation (e.g., emergency, standard, or retirement).

4. Exceptions

Exceptions may be granted by the Chief Information Officer (CIO) in limited circumstances based upon the needs of the University and upon the requestor's written justification. If required, the CIO may request review and approval by the University's Legal Counsel and/or Risk Officer.

Adopted: 6/1/2026

Reviewed: 6/1/2026

Revised: