CUNY Graduate Center
Information Technology

GC IT Organization Designation Policy
Last Updated: January 20, 2021

Primary Orgs:

- An entity must meet one of the following criteria to qualify for designation as a primary organization:
  - Identified as a ‘Dept ID Description’ in the employee listing managed by HR
  - Identified as a GC Ph.D. program in the primary listing on the GC website
  - Identified as a GC Master’s Degree program in the primary listing on the GC website
  - Identified as a Center or Institute in the primary listing on the GC website
  - Identified as a special exception approved by the IT Director of Systems Services

- Note:
  - A sub-entity may be grouped under its parent entity for data management purposes, even if it meets one of the criteria above
  - An entity fulfilling one or more criteria above can be denied designation as a Primary Org by the IT Director of Systems Services

- For any Primary Org:
  - A departmental GC email address is created with the seven-character IT official abbreviation for the org used as an alias
  - IT will use the Primary Orgs to identify departmental affiliations for individuals
  - GC SharePoint sites are only created with a Primary Org as a sponsor

Secondary Orgs:

- An entity must meet one of the following criteria to qualify for designation as a Secondary Organization:
  - Identified as an entity containing members who require access to HR’s Time and Leave system; typical examples include SoJ, MHC
  - Identified as an entity to which GC IT resources are assigned, which for data management purposes must be inventoried and tracked, such as Restaurant Associates

- Note:
  - An entity fulfilling one or more criteria above can be denied designation as a Secondary org by the decision of the IT Director of Systems Services

For any Secondary Org:
Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for a GC e-mailbox; a GC mail-enabled account may be established upon approval by the IT Director of Systems Services for a given individual.

- Neither the organization nor an individual member (unless said member holds another qualifying role relative to the GC) will be eligible for a GC voice-mailbox, except upon specific approval by the IT Director of Systems Services.
- Access to other GC IT services is determined on a case-by-case basis by the IT Director of Systems Services.

**Retired Orgs:**
- Any existing Primary Org or Secondary Org which is deemed no longer suitable for either such designation will be designated a Retired Org, and any residual IT components will be reassigned to a current org or will be decommissioned.