

Academic Affairs Manual (ACD)

ACD 801: Identification Cards

Effective: 7/1/1978

Revised: 7/1/1997

Purpose

To provide a method of identification for faculty and academic professionals while on campus or using campus facilities and to facilitate the obtaining of university services

Source

Office of the President

Applicability

Faculty

Faculty emeriti

Academic professionals

Postdoctoral scholars

Policy

Identification (ID) cards are issued to eligible [employees](#) and faculty emeriti for the purpose of obtaining university parking stickers, library privileges, tickets for athletic events and theater tickets, and for identification for check cashing, check pickup, etc. A [faculty member](#) or [academic professional](#) will be issued an ID card if the [appointment](#) is for a full academic or fiscal year and at least 50 percent time. Upon termination of employment, currently valid ID cards must be surrendered to the academic unit chair.

A faculty member who has received emeritus status at retirement may obtain a new photo ID to reflect the emeritus status. This card is available at the Sun Card Office.

Procedure

Lost or Stolen ID Card Replacements

The faculty member, faculty emeritus, or academic professional goes to the Sun Card Office and pays the fee to obtain a new ID card.

The Sun Card Office issues a new ID card.