Information

Identification Cards

Effective

May 1, 1992

Number

PER-1.07

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): December 14, 2021 (minor edits); August 24, 2022 (minor edit); March 27, 2026 (minor revision)

Reviewed Date(s): March 8, 2016

Categories

Statement:

- Photo identification cards are issued to all regular, full-time, and part-time faculty and staff. I.D. cards for regular faculty and staff remain valid until employment with the university is terminated.
- Temporary Faculty are issued a special photo identification card which carries an ending date coinciding with the authorized appointment expiration date.
- Temporary I.D. cards are issued to temporary staff only for the period of appointment.
- University retired faculty and staff are issued an I.D. card showing rank and/or title. The I.D. card does not carry an expiration date.
- Unauthorized use of an I.D. card could result in disciplinary action.
- An employee terminating employment with the university must turn in his or her I.D. card to the supervisor or the Human Resources Department.

Related Information:

- Photo identification cards are obtained at the Cardinal Card Office.
- Temporary identification cards are also issued through the Campus Card Office.
- Units may request from the Campus Card Office identification cards for gratis faculty for the specific period of their appointment. The request should present information establishing related duties of the gratis faculty member with the university.
- Replacement of lost I.D. cards will be issued upon payment of a service fee.

Procedures:

All photo identification cards are issued by the Cardinal Card Office, from 8:30 a.m. to 5 p.m. daily on the Belknap Campus and from 9:30 a.m. to 11:30 a.m. Tuesdays on the Health Science Center Campus.