

**Checklist for Separation from Employment
by a Member of the Faculty or EPA Staff**

- _____ 1. Written notice of separation:
 - _____ Received from employee leaving due to resignation or retirement.
 - _____ Provided by copy of written acknowledgement of resignation or retirement by Unit Head/Division Designee to the departing employee, including referral to the Benefits Office.
 - _____ Provided by appropriate University administrator for expiration of term appointment, non-reappointment or discontinuation, discharge, or termination, including referral to the Benefits Office.

- _____ 2. Unit Head/Division Designee prepares "notice of separation" PD-7 for removal from payroll and forwards it to the Vice Chancellor.

- _____ 3. Departing employee conducts exit interview with Benefits Office.

- _____ 4. Employing unit conducts an inventory of furnishings and equipment in the office, laboratory, and/or other facilities assigned to the departing employee.

- _____ 5. Employing unit checks in or confirms receipt of University equipment and other property assigned to the departing employee:
 - _____ Keys to: _____ building
 - _____ office
 - _____ laboratory
 - _____ library carrel
 - _____ gym locker
 - _____ other: Please specify: _____

- _____ 6. Departing employee removes personal files from University computers.

- _____ 7. Employing department assists employee to close E-mail account and arranges to have passwords for desk-top equipment changed.

- _____ 8. Departing employee returns materials borrowed from Atkins Library and from Media Services; and departing faculty member collects personal materials placed on reserve in the Reserve Reading Room of Atkins Library.

- _____ 9. Departing faculty member provides instructions for handling outstanding incomplete grades.

- _____ 10. Employing department revises class schedule and cancels textbook orders for departing faculty members as appropriate.
- _____ 11. Departing faculty member declines or returns faculty research and other faculty development grants provided by the University.
- _____ 12. Employing unit assists departing employee and the University Office of Research Services to make arrangements for handling ongoing external grants and contracts.
- _____ 13. Employing unit assists departing employee and the University Office of Research Services to make arrangements for termination of existing research studies on file with the Compliance Office.
- _____ 14. Employing unit arranges removal of name plate from office of departing employee.
- _____ 15. Departing employee removes personal property from office/laboratory or other work space, or family representatives of deceased employee are consulted regarding such property.
- _____ 16. Employing unit assists departing employee to cancel personal message in voice mail system and arranges reprogramming to accommodate for new employee.
- _____ 17. Departing employee provides employing unit with instructions for handling mail and telephone calls and provides new addresses for mail and E-mail.
- _____ 18. Departing employee removes parking decal from personal vehicle(s) and returns it with gate key to parking services.
- _____ 19. Departing employee returns University identification card or "one-card" to the Unit Head for inclusion in the departing employee's personnel file.