Additional Reminders to Staff Administrators for Faculty Separations

___ Contact all other departments in which the faculty member holds an appointment, including a zero time appointment, Emeritus, endowment appointment, salary supplement, administrative, or grant appointment.

___ If separation occurs during mid-year, remarks section should indicate the type of separation and the effective date. Include name of approver and date of approval for Phased Retirement or Emeritus.

___ Set schedule for office to be vacated.

___ Cancel credit cards, long distance codes, signature authorizations, access to electronic information, email accounts, logon IDs, computer accounts, etc.

___ Reclaim for the department’s use any equipment, books, or other items that were purchased with University funds of any kind, including grant, endowment and gift funds.

___ Arrange for forwarding of phone calls and mail.

___ Add any procedures unique to your department.