

## **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.