

**SEPARATION CHECKLIST
FOR FACULTY**

Department

- Your department will let you know when you will need to vacate your office. At the time indicated by the department, the office lock will be changed and the telephone will be disconnected. Please assure that all your personal belongings are removed from the office by the date provided by your department. If you have any questions, please discuss them with your department chair.

Humanities Human Resources

- Provide forwarding address for tax and benefits information.
- Turn in identification card if there is no end date on it (retirees should check with Benefits to receive a permanent ID card)

Humanities Business Office

- Return keys to Humanities Division Business Office.
- Return equipment to Humanities Division Business Office.
- Return Corporate Business Card to Humanities Business Office.
- Close computer accounts.

Humanities Computing

- Return any computer equipment to Humanities Division Computing
- Notify Humanities Division Computing with regard to your preferences about email forwarding, etc.

College Academic Service Center

- Notify Academic Service Center with regard to your preferences about forwarding mail, release of home address and telephone number.

Faculty Housing

- Make proper arrangements with Faculty Housing (either to move out of rental housing or for sale of owned property/payment of MOP Home Loans)

Employment Obligations

- Complete outstanding narrative evaluations, if any.
- Return library books, if any.
- Pay any outstanding debts (telephone, travel, loans)

Personal Arrangements

- Cancel any subscriptions being sent to your University address.