

**SEPARATION CHECKLIST
FOR FACULTY**

Department

- Your department will let you know when you will need to vacate your office. 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.
- Submit your 2012-13 APM 025 Form to your Department (see attached)

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 IT Staff (retirees may retain their computers and receive support for servicing of the computer)
- Notify Humanities Division IT staff with regard to your preferences about email forwarding, etc.

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.