

Maxwell School of Citizenship and Public Affairs Faculty Exit Checklist

	<p>Inform department chair as soon as you know you are going to resign or request a leave of absence. This should include a verbal notice and written letter expressing desired last workday.</p> <p>Typically, the last day of employment or contract end date, is commencement (May). If you require an extended end date due to work obligations, an extension request must be submitted in writing to the Dean. Extensions, if granted, rarely go beyond July 30.</p>
	<p>Communicate to your academic department administrator if you have an office and/or funds in a center or institute. In this case, it is important to communicate with the center or institute administrator also.</p>
	<p>Confirm with the associate dean your last day of employment and last day to spend remaining research and/or grant funds. Be sure this information is communicated to the unit managing your university funds.</p>
	<p>Your academic department or institute/center will coordinate your office move/exit with the dean's office. Please note that staff cannot assist with moves or packing items as it is a liability issue.</p>
	<p>Please do not give away office furniture to other faculty members as it belongs to the department/institute/center. White boards/bulletin boards purchased with university funds, will remain on the wall, or designated elsewhere by the unit.</p>
	<p>Discuss building access (BOSS) with your academic department AA – Maxwell access will be removed if you are leaving the building. Emeriti faculty maintain their building access.</p>
	<p>Telecommunications – discuss with your Academic Department AA - phone forwarding, voice mail, line cancellation, long distance code cancellation – all will depend on if you are transferring to a new SU department or leaving the university entirely.</p>
	<p>Transfer ownership of any internal departmental distribution lists and/or listservs that you may manage.</p>
	<p>Turn in all university keys.</p>
	<p>Return equipment purchased using <i>university and/or research</i> funds to ICT. This includes all technology, including but not limited to, cell phones, tablets, laptops, computers, monitors, and computer accessories. Email ICT service and they will provide the list. University owned software is not transferrable.</p>
	<p>Work with administrator and ICT regarding an out of office reply or forwarding rule on your outlook account if you are leaving the university entirely.</p>
	<p>If you are the sponsor (PI) of any accounts (generic or visitors), those accounts should be reviewed, and the sponsorship transferred.</p>
	<p>Do you manage/edit any websites - permissions may need to change/transfer.</p>
	<p>If you host recurring Zoom meetings for a university group, they are nontransferable, and you may need to dedicate someone else in the department to recreate the meeting (s).</p>
	<p>Transfer ownership of school social media accounts & videos to your department admin.</p>
	<p>If you have Restricted Data Access, work with your academic department administrator and ICT to move the data if necessary and complete the paperwork to terminate access.</p>
	<p>Any university data in the cloud (Google Drive, Office.com, etc.) that will be forgotten & inaccessible when your account expires, will need to be transferred to academic department administrator.</p>
	<p>Your personal data on H-drives and emails will need to be deleted and/or saved to personal storage device. Professional data on H-drives and emails will need to be transferred to a shared drive – G-drive (see administrator for location).</p>
	<p>Link to the Answers article about what you keep/lose when leaving or retiring: https://answers.syr.edu/pages/viewpage.action?pageId=17007779</p>