



College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

Faculty Departure

2019

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COE Faculty Departure Checklist

General Information

The following is a standardized checklist for faculty departing the University, whether through resignation, retirement, or termination. Faculty members assuming a new position at the University that will result in a significant change in responsibilities may also need to complete parts of the checklist. The checklist must be completed and signed by the faculty member, their department chair and the College of Engineering (COE) Dean's office representative in order for the faculty member to officially exit from the University.

This checklist includes important information pertaining to University Human Resources, departmental logistics, and protocols for active research projects. This process is also intended to help departments assist the University in complying with state and federal guidelines when closing out projects associated with sponsored research.

Cover Sheet and Signature Page contains the faculty member's basic information and forwarding address. It also indicates which of the appendices may apply to the faculty member's duties and research. Signatures on this sheet testify that part 1, part 2, and any necessary appendices are complete.

Part 1: Faculty Member Responsibilities should be provided by the Department Administrator representative to the faculty member upon notice of their departure from the University. Some items within the document must be completed *90 days prior* to departure.

Part 2: Departmental Responsibilities should be completed by the Department Administrator to ensure all appropriate University entities are notified of the faculty member's departure and verify that the department has acknowledged the various faculty member tasks in part 1. The Department Administrator will provide a first draft of the off boarding workbook; containing information on funding, research, students and assets for the faculty to finalize and verify.

Appendices contain the close-out procedures and contact information for concerns specific to research, such as human subjects, animal subjects, equipment and/or data transfer, hazardous materials etc. *Completion of an appendix is required only if it is applicable to the work of the individual faculty member. Departments may add their own specific appendices tailored to their needs as appropriate.*

DATES

Resignation

Members of the teaching faculty who do not intend to return to the University for the upcoming academic year are expected to indicate their intention in writing to their department chair as soon as possible. A 90-day minimum notice is preferred.

Retirement

A faculty member who wishes to retire should inform the department chair in writing a minimum of 90 days before retirement.

In the event that a faculty member departs the University unexpectedly, is deceased or otherwise is not able to carry out their responsibilities, department personnel should immediately complete both part 1 and 2, as soon as possible.

Related Information

UNIVERSITY POLICIES

[Unclassified Personnel Policies and Procedures: Resignations and Retirement Ch.20.01](#)

[Rehired Annuitant Policy: UW System Human Resources](#)

[UW Madison Retirement Association Guide to Emeritus Status](#)

[Privileges for UW-Madison Retirees and Emeriti Brochure](#)

[RSP Principal Investigator Status Policy](#)

[UW Madison Benefits Services Retirement Benefits](#)

STATE OF WISCONSIN EMPLOYEE TRUST FUNDS LINKS

[ETF Member Information](#)

[ETF Retiree Information](#)

[Leaving WRS Employment before Retirement Age \(Separation\)](#)

COE POLICIES

[Retirement considerations](#)

OTHER

Cover Sheet

Checklist

The following checklist must be completed by faculty members who are separating employment with the University through resignation, retirement or termination. Faculty members assuming a new position at the University that result in a significant change in responsibilities may also need to complete parts of this checklist. Departments should retain a copy of the completed form, Offboarding Workbook and appendices.

Faculty Member Name:

Faculty Member Title:

Faculty Member Department:

Department Chair:

Faculty member EmplID:

Date of departure:

Reason for planned departure:

Resignation

Retirement

Termination

New Position at UW

Forwarding Home Address:

CSZ:

Forwarding Work Address:

CSZ:

****moving to a foreign country may result in export control issues. See appendix "X"**

Non-UW Email:

Non-UW Phone:

Will your bank account be available for your last payroll deposit?

YES, please deposit in current account

NO, but I have notified department payroll of new account.

Supplementary Checklists in Appendices

Do you serve as a PI or key person on a grantor project?	YES	NO
Do you maintain a research lab with hazardous materials?	YES	NO
Do you conduct human subject research?	YES	NO
Do you conduct animal research?	YES	NO
Do you intend to transfer equipment, data or records?	YES	NO
Have you disclosed inventions to WARF or do you have any pending/issued patents?	YES	NO
Are you involved in patient care?	YES	NO
Are you identified in a Technology Control Plan or in an export controlled project or activity?	YES	NO

Signatures

Faculty Member:

Department Chair:

COE Dean's Office Representative:

Part 1 - Faculty Member Responsibilities

Faculty Departure Checklist

90 DAYS FROM DEPARTURE	DONE	N/A
Submit resignation or retirement letter to Department Chair at least 90 days prior to last day of employment. Ensure Department Administrator is informed as well.		
If retiring, discuss your eligibility for emeritus status with Department Chair		
Contact department payroll specialist with any questions related to continuation of health coverage under COBRA, conversion or continuation of insurances and distribution of retirement contributions.		
Work with the Department Administrator to obtain the Offboarding Workbook , which will contain information, data and questions to be reviewed and completed by you.		
Meet with department research administration staff. Complete the Sponsored Funding tab in the Offboarding Workbook and contact appropriate campus compliance office as needed. The completed Sponsored Funding worksheet should be submitted to the Assistant Dean for Research Administration for review and approval.		
Complete the Students & Staff tab in the Offboarding Workbook . This will include details on funding any salary support for staff or students for whom you are responsible.		
Notify the department property administrator if any assets will be requested to be transferred to another institution (see Appendix E). Complete the Capital Equipment tab in the Offboarding Workbook obtained from the Department Administrator.		
Complete the S&E tab in the Offboarding Workbook . This will include any liabilities and financial obligations, which will remain after your departure for which you will continue to be responsible.		
Complete the Internal Funding tab in the Offboarding Workbook and contact campus offices as needed and appropriate.		
Complete the Space tab in the Offboarding Workbook and contact the CoE Safety Director as needed.		
Complete the Instruction tab in the Offboarding Workbook obtained from the Department Administrator.		
If moving to another institution, contact your new institution regarding transfer procedures for sensitive information and/or equipment.		
If you have a Conflict of Interest Management Plan, notify the Conflict of Interests Committee and the Assistant Dean for Research Administration of your departure.		
If you are staying at UW-Madison but taking a position in another division, ensure your current Department Administrator has new contact information for you.		
Notify committees that you are leaving.		

30 DAYS FROM DEPARTURE	DONE	N/A
Contact the College's IT group (CAE) for guidance in deleting University licensed software applications and/or records that are University property from any computers being transferred to a new institution. Applications and/or records need to be deleted, at least one week prior to the final date of employment.		
Consult with the College's IT group (CAE) and the department for retention and/or disposition of email, home directory files, websites, and any other electronic materials. Retirees may retain their campus and CAE IDs and email address if they receive emeritus status. Without emeritus status, email privileges terminate 30 days after the last day of employment.		
Make arrangements for the disposition of mail received by the department after departure.		
Ensure any financial or human resource records are remitted to the Department Administrator for filing and/or archiving.		
Work with the department purchasing card site manager to cease spending on the card and cancel the card prior to the last two weeks of employment.		
If you are currently teaching, verify that all grades have been submitted. Make arrangements with the department to handle retention or destruction of hard copies of student work as needed. Follow University guidelines on the handling and/or disposition of student records to ensure all FERPA guidelines are met. Contact the office of the Registrar with any questions.		

ONE WEEK FROM DEPARTURE	DONE	N/A
Remove personal items from offices or lockers. If you are retiring, see the Emeritus Guidelines regarding the transition of space.		
Follow the department's process for returning keys and/or cards.		
Return all keys or key cards to department.		
If leaving UW-Madison, return all university property including equipment, mobile devices, etc.		
Work with the College's IT group to remove any College or University applications or software from computers being transferred or retained.		
Migrate or delete all electronic files containing CoE or University data from personally owned computers, mobile devices, cloud storage and flash drives.		
Assign a delegate for expense transfers and effort reporting.		

POST-DEPARTURE	DONE	N/A
If retiring follow emeritus 75 day separation policy.		

Part 2 - Departmental Responsibilities

Departmental Checklist

AT FIRST NOTICE OF DEPARTURE	DATE COMPLETED
Send notice of resignation or retirement letter to the COE Dean and the Associate Dean for Administration immediately upon receipt.	
If retiring, work with faculty to complete emeritus request materials, department approval and submit emeritus status request to the Dean.	
Notify College Dean's office of the termination of any professorships as well as startup or retention funds held by the faculty member. Agree on use of and final disposition of any funds remaining in each category.	
Give faculty part 1 of this checklist; Faculty Member Responsibilities, a draft of the Offboarding Workbook and any relevant checkout procedures specific to your department.	
The department property administrator should work with appropriate department staff to complete the Capital Equipment tab in the Offboarding workbook. The faculty member will identify equipment requested to be transferred to a new institution. Once completed, the Capital Equipment tab is forwarded to the Assistant Dean for Research Administration for review and approval. Department staff will follow appropriate processes once the approval for equipment to be transferred has been made.	
Notify Graduate Advising and Undergraduate Student Services of the faculty member departure.	
Enter faculty member termination date in HRS with appropriate reason code.	
Recommend that faculty meet with Benefits Specialist and ETF (if retiring).	
Enter faculty member's new address in HRS and make plans to forward mail.	
Process any non-reimbursed expenses, so they are paid prior to termination date.	
Update UW course guide when edits are open to remove faculty.	

90 DAYS FROM DEPARTURE DATE	DONE	N/A
For faculty member in non-immigrant visa statue (H-1B, TN, E-3, O-1): Notify IFSS of all departing faculty whether resigning or being dismissed so that IFSS can withdraw visa sponsorship and work authorization. Written proof of the offer must be retained by the department and IFSS. If the faculty member is not departing the US, the department is not required to pay the reasonable costs of transportation.		

30 DAYS FROM DEPARTURE DATE	DONE	N/A
Confirm all information is complete in Offboarding Workbook and Cover Sheet is signed.		
Confirm removal of access privileges and return of University property.		
Inspect faculty lab and office with faculty.		
Verify all equipment, records and data that will be left at the UW have been received and secured (including warranty information, maintenance plans and manuals).		
Contact COE IT to inspect all computers being transferred to determine if UW licensed software needs to be removed or deactivated.		

ONE WEEK FROM DEPARTURE	DONE	N/A
Verify all reimbursements have been processed and paid.		
Verify return of University laptop/mobile devices and cancellation of service plans.		
Verify removal of personal items from offices and labs.		
Verify return of all keys and cancellation of card-access.		
Verify that equipment that is staying or going is accounted for and labeled properly.		
Verify that items identified to be disposed have been disposed of (office and lab).		
Verify that any custodian funds are closed out.		

POST-DEPARTURE	DONE	N/A
Return all computer equipment to CAE for repurposing.		
Re-assign direct reports to a new supervisor and update HRS if necessary.		
Re-assign students to new advisors with Student Advising.		
Update capital equipment database with Property Control.		
Ensure non-sponsored funding is re-appropriated or spent out.		
Ensure sponsored funding is transferred/closed out, or re-assigned with COE Office of Research.		
Verify that all supplies are reassigned.		
Work with COE facilities to reassign and/or update vacated spaces.		
Remove individual from department lists, websites, and/or directories		