

UNT Faculty Member

UNT has developed this checklist as a resource to assist University offices and officials when a faculty member gives notice of their intended departure. This outlined process is intended to assist departing faculty members, as well as UNT departments and offices, to comply with federal, state and University guidelines. This checklist will facilitate the accounting for all property, transitioning departmental responsibilities, and managing any commitments (including grants) a departing faculty may have. This checklist will assist in closing out projects and resources associated with sponsored research and make for a smooth transition of student advisees and staff affected by the departure.

Responsibilities
endums

Important Date Information:

Resignation— Faculty are expected to give written notice to the College Dean or Department Chair as soon as possible recommended by May 15th of the academic year in which the resignation is effective

Retirement— Faculty are expected to give written notice to the College Dean or Department Chair recommended by March 1st of the year in which retirement is planned.

Applicable Policies:

[05.031 Retirement](#)

[05.032 Faculty Retirement with Modified Service](#)

Human Resource Information:

[Retirement, Resignation, Separation](#)

[Guide to TRS Retirement](#)

[Guide to ORP Retirement](#)

PART I : DEPARTING FACULTY RESPONSIBILITIES

Faculty member departure checklist	General	Completed	N/A
Submit letter of resignation or retirement to College Dean or Department Chair recommended by at least 60 days prior to last day. (Please see information on first page)	h10		
Notify any committees or boards on which you serve of the pending departure.			
If retiring, contact Human Resources regarding retirement package information and retirement benefits.			
Contact Human Resources regarding questions related to continued Health Care Coverage (COBRA), continuation of life insurance, and distribution of retirement contributions.			
Contact Department Chair to discuss the status of graduate students. (Will they be transferring to the new institution or finding another faculty advisor at UNT?)			
Notify any relevant committee(s) if you are part of a pending inquiry or investigation.			
Do you direct a Center or Institute? Discuss options of replacement of your position or dissolution of the center with Department Chair.			
Arrange for the disposition of mail received by the department after departure.			

If you are currently teaching, verify that all grades have been submitted. Arrange with department to handle retention or destruction of hard copies of student

Faculty member departure checklist	Final Days	Completed	N/A
Remove personal items from offices, labs, or lockers.			
Return all keys to UNT Facilities Door Systems Office.			
Return all University owned equipment to department inventory coordinator			

Departmental Responsibilities checklist Final Days	Completed	N/A
Request completed part 1 of the checklist from the departing faculty member.		
Verify that all equipment, records, and data that will be left at UNT have been received and secured. Update new custodian and location in EIS.		
Confirm removal of access privileges and return of University property.		
Verify that all electronic files containing University data have been removed/transferred to UNT from departing faculty member's personally owned computers, handheld devices, and electronic media.		
Verify that all University licensed software from personally owned computers and mobile devices has been uninstalled.		
Verify return of University portable computer/mobile devices/or access cards.		
Confirm that the department has access and passwords for any electronic files being left at UNT.		
Verify the return of University Pcards, or credit cards.		
Verify removal of personal items from offices, labs, and lockers.		
Verify return of all department or University keys.		
Reassign any direct reports to a new or interim supervisor in the EIS system.		
Determine disposition any discretionary project balances and submit request to deactivate faculty project code (16XXXX).		
Confirm cancelled access to network, EIS or other University systems within 48 hours of departure.		

I certify that the departing faculty member has completed all relevant section of this checklist and related addenda and that all applicable University policies and procedures have been followed to the best of my knowledge:

Department Official Name

Department Official Title

Department Official Signature

Date

Audit Section 2: Asset Inventory Confirmation

The department administrator should pull both asset queries in EIS:

- x Departmental- AM_INSVCS_ASSETS_YRLY_INVENTORY
- x Individual- ASSETUSERS_EMPL_ID

The departmental query will show all assets for the department and the individual query will return all asset items assigned to a specific individual by EmplID.

The asset audit reports should be compared against the physical inventory.

Any items listed on the asset query that is unaccounted for should be listed below:

Item Description	Tag #	Asset ID	Custodian Name

**Please attach the Pcard and asset query reports to this completed form.*

Comments:

Name of terminating faculty member: _____ EmplID: _____

Date termination notice given: _____ Date confirmation completed: _____

Confirmation completed by: _____
(Printed name) Signature

Department Head: _____
(Printed name) Signature

**I certify that I have reviewed the audit reports in their entirety and agree with all findings.*

ADDENDUM A: EXTERNALLY SPONSORED GRANTS AND CONTRACTS

This addendum is to be completed by the principal investigator on a grant or contract.

All grants and contracts are made to the University of North Texas and not to individuals. They must be closed out by the University before they are transferred to another institution. Individual grant and contract requirements vary but generally include financial, technical, and progress reporting. The University of North Texas will work with the sponsor and may relinquish the award or contract back to the sponsor allowing them to then make a new award or enter into a contract with the new institution. All items on this checklist should be completed BEFORE the faculty member's departure from the University, in coordination with the Office of Grants and Contracts Administration (OGCA).

Office of Grants and Contracts Administration (OGCA) Contact Information:

Mailing Address
1155 Union Circle #305250
Denton TX, 76203017

Ground Shipping
Hurley Administrative Building 160

Work with your College Research Officer (CRO) and the college Academic Financial Officer to ensure that the budget is prepared for the remaining months at the university and ensure that sufficient funds remain to cover any outstanding balances. Review all final expenditures made to the grant or contract.

Resolve any outstanding commitments, encumbrances, and budgetary issues.

ADDENDUM B: RESEARCH/HAZARDOUS MATERIALS

This addendum is to be completed by the investigator responsible for closing down a laboratory.

When vacating laboratories containing potentially hazardous materials (biological, chemical, radiological, sharps, or other hazards), it is very important that principal investigators coordinate with Risk Management Services ensure proper disposal or transfer of these materials. Failure to comply with the rules that govern hazardous materials is significant and can result in civil or criminal penalties, including monetary fines and imprisonment.

Contact information for Risk Management:

ASKRMS@unt.edu 940-565-2109

Contact information for Environmental Health & Safety:

Scott.Dunkle@unt.edu 940-565-4751

Prior to Faculty Departure	Date Completed
<p>Notify your college Dean and Department Chair/Head and Risk Management of your intent to close down a research laboratory to ensure that you have adequate time for appropriate decontamination, transfer, surplus, or disposal of any hazardous materials and equipment.</p> <p>Utilize Scott.Dunkle@unt.edu as your Risk Management contact.</p>	

A formal decommissioning plan must be developed with Risk Management prior to vacating a Laboratory.

ADDENDUM C: HUMAN SUBJECT RESEARCH

This addendum is to be completed by the investigator(s) working on a human subject research protocol.

It is very important that proper steps be taken with regard to the disposition of human subject research protocols prior to a faculty member's departure from the University. This checklist must be completed **ORR** the faculty member's departure from the University.

Contact Information for the Office of Research Integrity and Compliance:

UNTIRB@unt.edu

940-565-4643

ADDENDUM D: ANIMAL RESEARCH

This addendum should be completed by the investigator(s) using animals as research subjects.

It is important that proper steps be taken with regard to the disposition of animal subjects prior to departure from the University. All items listed below should be completed PRIOR to the faculty member's departure from UNT.

Failure to adhere to these procedures may result in:

1. A letter of reprimand that will be sent to the principal investigator; with a copy sent to the department chair and to the office of research at the new institution.
2. Any expenses, including per diem, will be billed to the faculty

ADDENDUM F: INTELLECTUAL PROPERTY

This addendum should be completed by a faculty member who has patent or invention activity.

It is important to communicate with the Office of Research and Innovation regarding any potential issues that may arise related to the faculty member's intellectual property portfolio. All items listed below should be completed PRIOR to the faculty member's departure from UNT.

Contact Information for the Office of Innovation and Commercialization
UNTResearch@unt.edu 940-369-7428
1155 Union Circle #310979
Denton, TX 76205017