

FACULTY DEPARTURE CHECKLIST & APPENDIXES

To ensure compliance with the School of Medicine (SOM) Change of Institution Policy and state and federal guidelines, the following checklist must be completed at the time when a faculty member is ending his/her employment with the University, whether through resignation, retirement or termination. This checklist serves as a tool for both the faculty member and his/her department and must be completed by the faculty member in conjunction with his/her department/division administrator and chair. Completion of the checklist should be started as soon as a departure date has been established, ideally 90 days prior to the departure date, to allow for coordination with numerous SOM and CWRU administrative offices. The checklist includes important information regarding human resources, animal care and concerns, data storage and transfer, etc. Not all areas of the checklist will be appropriate for all faculty. By first completing the Appendix checklist you will know which areas pertain to you.

Completion of the FACULTY DEPARTURE CHECKLIST & APPENDIXES will help ensure that:

- Appropriate grants are transferred to the new institution in a timely manner
- Financial responsibilities are planned for
- Information needed for a smooth departure is available to all parties

In addition departing faculty are required to schedule an exit interview with Dr. Sana Loue, Vice Dean for Faculty Development and Diversity. To do so, please call 368-3743.

Steps for completing the FACULTY DEPARTURE CHECKLIST & APPENDIXES:

1. Complete the TITLE PAGE & CHECKLIST & obtain signatures
2. Scan and email TITLE PAGE & CHECKLIST to somfacultydeparture@case.edu
3. Based on the answers from the CHECKLIST, complete the appropriate APPENDIX(ES) & obtain necessary signatures. Department Administrators should work closely with staff named as responsible party on each appendix.
4. Submit completed coversheet, checklist and appropriate APPENDIX(ES) as a complete packet to somfacultydeparture@case.edu.

Questions? Please contact the Office of Faculty Affairs and Human Resources - 216-368-3870.

If you are retiring and wish to know more about the possibility of an emeritus appointment, please contact Nicole Deming, 368-3870.

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**FACULTY DEPARTURE CHECKLIST & APPENDIXES
TITLE PAGE**

Faculty Name: _____ Date of Departure: _____

Empl ID: _____ CWRU User ID: _____ Phone number: _____

Department: _____ Rank: _____

Dept Chair Name: _____ Phone number: _____

Dept. Admin. Name: _____ Phone number: _____

Reason for Departure: ___ Resignation ___ Retirement ___ Other

Future relationship to CWRU (if any): _____

Forwarding Address: _____

New Email address: _____

Faculty signature date

Dept. Chair signature date

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Checklist

Complete the checklist below and for any of the situations that pertain to you, refer to the identified Appendix for next steps and guidelines for completion and submission.

Which of the following apply?	YES	NO	If yes Please see Appendix
<i>Do you serve as a Primary Investigator (PI) on a grant or contract?</i>			A
<i>Do you have capital equipment, small equipment, etc. that you would like to request to take with you, leave at CWRU or must dispose of?</i>			B
<i>Do you maintain a wet research lab?</i>			C
<i>Do you have computers in your lab/office?</i>			D
<i>Do you conduct human subject research?</i>			E
<i>Do you conduct animal research?</i>			F
<i>Do you intend to transfer data, records or samples? Do you have research (active or inactive) with the FDA or has IDE or IND provisions? Or do you have any ongoing clinical trials?</i>			G
<i>Are you identified on a Technology Control Plan or participating in an export controlled project or activity?</i>			H
<i>Do you have active MTAs or Confidentiality Agreements? Have you disclosed inventions or do you have pending/issued patents? Do you have recent research results and/or intellectual property in the form of new discoveries or inventions that have not yet been published or protected via provisional patent filings?</i>			I
<i>Do you have graduate students, staff or post-docs remaining at the university? Do you have graduate students, staff or post-docs leaving CWRU in conjunction with your departure.</i>			J
<i>Do you serve as a Webmaster or Listserv owner?</i>			K
<i>Do you have a PCard? Do you have petty cash?</i>			L
<i>Do you have educational responsibilities for medical students (teaching, or grading)?</i>			M

Complete both the title page and checklist, scan and email them to somfacultydeparture@case.edu. This will officially notify SOM staff of a faculty members intention to depart.

Upon completion of the entire packet rescan these pages along with completed appendixes to somfacultydeparture@case.edu as one document.

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FACULTY DEPARTURE CHECKLIST & APPENDIXES (Appendixes Info)

Appendix A: Grants and Contracts

Responsible Person(s): SOM | Grants & Contracts | Robin Bissell | medres@case.edu | 216 368-4432

Appendix B: Equipment

Responsible Person(s): SOM | Space & Facilities Planning | Jill Stanley | jas88@case.edu | 216-368-5487
CWRU | Controllers Office | Equipment Accounting | controller-equipment@case.edu

Appendix C: Wet Laboratory Space

Responsible Person(s): SOM | Space & Facilities Planning | Jill Stanley | jas88@case.edu | 216-368-5487
CWRU | Environmental Health and Safety | Marc Rubin | mdr6@case.edu

Appendix D: Computational Resources (Computers and Servers)

Responsible Person(s): SOM | Research Administration | Matt DeVries | mpd35@case.edu
CWRU | IT | Erin Fogarty | exf132@case.edu

Appendix E: Human Subject Research

Responsible Person(s): University Hospitals Case Medical Center (UHCMC) Administration Office | 216-844-1529

Appendix F: Animal Research

Responsible Person(s): SOM | ARC | John Durfee | jwd7@case.edu
SOM | ARC | Justin Donnelly | jcd109@case.edu | 216 368-3490
SOM | IACUC | Tami McCourt | txm9@case.edu | 216 368-4972

Appendix G: Transfer of data, records and samples

Responsible Person(s) Data: SOM | Research Administration | Matt DeVries | mpd35@case.edu
SOM | Clinical & Translational Award | Carolyn Apperson-Hansen (REDCap) | cva9@case.edu
Responsible Person(s) Records: SOM | Research Administration | Matt DeVries | mpd35@case.edu
Responsible Person(s) Samples: SOM | Research Administration | Matt DeVries | mpd35@case.edu
CWRU | Tech Transfer

Appendix H: Technology Control Plan and/or Export Control

Responsible Person(s): CWRU | University Compliance Office | Lisa Palazzo | exportcontrol@case.edu

Appendix I: Technology Transfer Items (MTAs, CDAs, Invention Disclosures, Patents, etc.)

Responsible Person(s): CWRU | Tech Transfer | Andrew Jarrell | amj29@case.edu
CWRU | Tech Transfer | Daniel Pendergast | djp8@case.edu

Appendix J: Graduate Students & Human Resources

Responsible Person(s): SOM | Faculty Affairs & Human Resources | Danielle Price Haslett | drp67@case.edu
SOM | Paul MacDonald | Graduate Education | pnm2@case.edu

Appendix K: Website/Listserve/Public Shares

Responsible Person(s): SOM | IT | David Pilasky | dmp9@case.edu

Appendix L: PCard/Purchasing

Responsible Person(s): SOM Department Administrator and CWRU Procurement Services

Appendix M: Medical Education

Responsible Person(s):

SOM | Medical Education | Minoo Darvish | mxg86@case.edu