

## **Faculty Departure Process for all faculty leaving through voluntary/involuntary circumstances**

1. For voluntary departure, faculty member will indicate he/she is leaving CWRU via a written resignation letter/email. (Communication may be to Chair, Department Administrator, SOM Faculty Affairs, etc.)
2. Departing faculty member should schedule an exit interview with Dr. Sana Loue, Vice Dean for Faculty Development and Diversity by calling 368-3743.
3. Departing faculty member and the department administrator complete the Faculty Departure Title Page & Checklist (<http://casemed.case.edu/facultyaffairs/>), sign and obtain chair's signature, scan, and email to [somfacultydeparture@case.edu](mailto:somfacultydeparture@case.edu).
4. SOM Office of Faculty Affairs and Human Resources will email acknowledgement of receipt.
5. Based on the "YES" answers from the Checklist, the departing faculty member and department administrator must complete the appropriate appendix(es). (**Only** complete the appendix if the question on the Checklist was answered "YES.") Work with and direct questions to the appropriate person responsible for each appendix.
6. Submit completed Title Page, Checklist and completed and signed Appendixes (as needed) as a complete packet to [somfacultydeparture@case.edu](mailto:somfacultydeparture@case.edu).

**7. For faculty who currently have funded research please note:**

In addition to submitting the completed Title Page, Checklist and signed appendixes to [somfacultydeparture@case.edu](mailto:somfacultydeparture@case.edu) department administrators and faculty as soon as possible so that grants may be relinquished:

- a) Complete and compile: Faculty Departure Cover Page and Checklist, Appendix A, applicable signed/completed Appendixes (B, F and J), and the resignation letter
- b) Scan all the above documents as a pdf and send via email to SOM Office of Grants and Contracts at [medres@case.edu](mailto:medres@case.edu) and [somfacultydeparture@case.edu](mailto:somfacultydeparture@case.edu)

Upon receipt of the above information the Office of Grants and Contracts will work with the Department Administrator to take action on the faculty member's grants, agreements, subcontracts and contracts.

The Office of Grants and Contracts will also work with the SOM Office of Finance and Planning for sign off and review of the faculty member's finances and funding portfolio.

**8. For faculty who currently occupy lab space please note:**

The lab space must be cleared and cleaned. This task is much more easily doable and less expensive if done with assistance from the current lab occupants. (Department Chairs and Administrators please be aware, the expense of cleaning a lab space falls to the department.)