**CWRU SOM FACULTY DEPARTURE CHECKLIST & APPENDICES DIRECTIONS**

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.

**Steps for completing the FACULTY DEPARTURE** [**CHECKLIST**](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https%3A//case.edu/medicine/sites/case.edu.medicine/files/2021-12/Faculty%20Departure%20Title%20Page%20and%20Checklist%20Dec%202021.pdf) **&** [**APPENDICES**](https://case.edu/medicine/faculty-staff/faculty-affairs-hr/faculty-departure-procedures)**:**

Completion of the checklist **should be started at soon as a departure date has been established, ideally 90 days prior to the departure date,**

1. **TITLE PAGE AND** [**CHECKLIST**](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https%3A//case.edu/medicine/sites/case.edu.medicine/files/2021-12/Faculty%20Departure%20Title%20Page%20and%20Checklist%20Dec%202021.pdf)**:** The checklist is a tool for a faculty member, his/her department, and the ancillary offices involved with the PI’s research endeavors (OG&C, HR, EHS, Data security, etc)
* PI is required to complete in conjunction with his/her department/division administrator and chair (with signatures)
* Complete the [**TITLE PAGE & CHECKLIST**](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https%3A//case.edu/medicine/sites/case.edu.medicine/files/2021-12/Faculty%20Departure%20Title%20Page%20and%20Checklist%20Dec%202021.pdf) & obtain signatures
* Scan and email to**somfacultydeparture@case.edu**
* If NIH grants will need to be relinquished,
	+ Scan all the above documents as a pdf and send via email to SOM Office of Grants and Contracts at medrespre@case.edu and somfacultydeparture@case.edu
1. **Subsequently, complete the** [**FACULTY DEPARTURE APPENDICES**](https://case.edu/medicine/faculty-staff/faculty-affairs-hr/faculty-departure-procedures) **to ensure that:**
* **Appropriate grants are transferred to the new institution in a timely manner**
* **Financial responsibilities are adequately implemented.**
* **Information needed for a smooth departure is available to all parties**
* **Departing faculty are required to schedule an exit interview with Dr. Cynthia Kubu, for the SOM Office of Faculty Affairs and Human Resources, Vice Dean for Faculty Development and Diversity, Dr. Cynthia Kubu. To do so, please call 216.368.3870.**
	1. **FACULTY DEPARTURE APPENDICES**
		1. [**ALL SUBSEQUENT APPENDICES**](https://case.edu/medicine/faculty-staff/faculty-affairs-hr/faculty-departure-procedures) - Complete all relevant APPENDIX(ES) & obtain necessary signatures (these are the appendices corresponding to where the PI answered YES on the checklist).
		2. Department Administrators should work closely with staff named as responsible **on each appendix for the assigned person to sign.**
1. **FINAL PACKAGE:**
	1. Submit completed coversheet, checklist, appendices with all appropriate signatures on the appendices
	2. **Send complete packet to somfacultydeparture@case.edu.**

Questions? Please contact the SOM Faculty Departure Group by emailing **somfacultydeparture@case.edu****.**