

Name of Faculty Member Departing CWRU:

Department:

Date of Departure:

Appendix K: Website, Public Shares, Listservs & Social Media

Responsible Person: David Pilasky david.pilasky@case.edu

Below are areas you need to consider if you have or manage websites, blogs, and listservs.

Websites: If you have a departmental or personal web page on a university web server, please contact the web page manager to have your web page, name and contact information changed or removed.

Public Shares: If you have University business-related files on personal public shares (e.g. DropBox, Box, iCloud, OneDrive, or other similar services) make arrangements with your department administrator to have those files copied to a university managed location.

Listserv/Administrative Alias: If you are a sole owner of an administrative alias or listserv on the university's Sympa listserv software or Google Groups, make arrangements to transfer ownership of the addresses to someone else. If the addresses are no longer needed, they should be deleted.

Social Media: If you are a sole owner of a social media account (FaceBook, Twitter, LinkdIn, etc.) for your department or lab, make arrangements to transfer ownership of the account to someone else. If the accounts are no longer needed, they should be deleted.

By signing below the departing faculty member confirms that he/she has responded appropriately to the above items.

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

Appendix K is to be returned as part of the completed Faculty Member Departure packet.

***Appendix K- Websites, Public Shares and Listservs
CWRU Faculty Departure Checklist
(Confidential and Proprietary)
Effective Date: 5/ 1/ 15***