

## Checklist for Faculty Departing the College

	YES	NO	N/A
<b>HUMAN RESOURCES</b>			
Address for any future correspondence			
Letter of resignation			
Pay out			
Other benefits concerns: see <a href="http://hr.osu.edu/life-events/leaving-ohio-state/">hr.osu.edu/life-events/leaving-ohio-state/</a>			
Apply for adjunct of emeritus status (no salary)			
Exit interview			
<b>MATERIALS AND TECHNOLOGY</b>			
Key control			
Parking pass (pro-rate): return pass to Campus Parc			
Computer equipment (tablets, phones, computers, others)			
Library books/any accounts payable			
Archive e-mail or digital records as needed (contact ASC Tech for assistance)			
Create alternate owner for any Box accounts as needed			
Create alternate owner for any institutional social media accounts			
Transfer ownership of any institutional subscriptions or memberships as needed			
<b>RESEARCH/SCHOLARSHIPS/GRANTS</b>			
Contact Sponsored Program officer to arrange Project closeout, shifting grants, or transfer of PI if leaving grant: see <a href="http://osp.osu.edu/administration/">osp.osu.edu/administration/</a>			
Contact office of Responsible Research Practices to:			
Transfer PI on research protocols			
Arrange custody of Animals/Plants/human biological materials (DNA, saliva, etc.): see <a href="http://orpp.osu.edu/">orpp.osu.edu/</a>			
Contact office of Research Compliance, Office of Responsible Research Practices, and Environmental Health and Safety concerning Controlled substances/Terminal Distributor of Dangerous Drugs /other substances: see <a href="http://orc.osu.edu/regulations-policies/controlled-substances/">orc.osu.edu/regulations-policies/controlled-substances/</a>			
Archive/arrange for custody of research data: see <a href="http://ocio.osu.edu/policy/policies/idp">ocio.osu.edu/policy/policies/idp</a>			
Initiate data use agreements, material transfer agreements, IP agreements if there are plans to use data at new institution: see <a href="http://tco.osu.edu/home/ip-agreements/">tco.osu.edu/home/ip-agreements/</a>			
Arrange for relinquishment of research space			
<b>STUDENTS</b>			
Archive copies of syllabi for any courses where there could be grade grievances/questions			
Archive student records/CARMEN			
Develop management plan for graduate student advisees — shift or agree on external advisor (plans for exams, etc.)			
Obtain temporary guest pass for IT if needed for access to Carmen (e.g., to write letters of recommendation) See <a href="http://ocio.osu.edu/blog/community/2011/05/25/identity-management-is-all-about-you">ocio.osu.edu/blog/community/2011/05/25/identity-management-is-all-about-you</a>			

Signed (Faculty) \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Unit Head) \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_