

UNT Faculty Member

UNT has developed this checklist as a resource to assist University offices and officials when a faculty member gives notice of their intended departure. This outlined process is intended to assist departing faculty members, as well as UNT departments and offices, to comply with federal, state and University guidelines. This checklist will facilitate the accounting for all property, transitioning departmental responsibilities, and managing any commitments (including grants) a departing faculty may have. This checklist will assist in closing out projects and resources associated with sponsored research and make for a smooth transition of student advisees and staff affected by the departure.

The following checklist provides guidelines for when faculty members are departing the University through resignation, retirement, or termination. The academic department and departing faculty member are responsible for ensuring completion of this checklist.

This checklist contains the following sections

- Faculty cover sheet and signature page
- Part I: Faculty Member Responsibilities
- Part II: Departmental Responsibilities
- Applicable Area Addendums

Important Date Information:

Resignation – Faculty are expected to give written notice to the College Dean or Department Chair as soon as possible, recommended by May 15th of the academic year in which the resignation is effective.

Retirement – Faculty are expected to give written notice to the College Dean or Department Chair recommended by March 1st of the year in which retirement is planned.

Applicable Policies:

[05.031 Retirement](#)

[05.032 Faculty Retirement with Modified Service](#)

Human Resource Information:

[Retirement, Resignation, Separation](#)

[Guide to TRS Retirement](#)

[Guide to ORP Retirement](#)

FACULTY COVER SHEET & SIGNATURE PAGE

This checklist must be completed by faculty members who are separating employment with the University of North Texas through resignation, retirement, or termination. Department heads should send completed forms to Academic Resources and the Office of Grants & Contracts Administration (OGCA) if applicable, and attached a copy to the termination ePAR.

Faculty Full Name: _____

Faculty Title: _____

Faculty Department: _____

Department Chair/Head: _____

Faculty EmplID and EUID: _____

Date of planned departure: _____ Reason for Departure: _____

Forwarding Address: _____ Non-UNT Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Will your bank account be available for the last payroll deposit?

Yes – deposit should be made in current account on file.

No – Payroll has been notified & new account number has been given for final deposit.

Applicable Area Addendum Checklists	If Yes
A. Do you serve as a Primary Investigator (PI) on an active grant/contract?	
B. Do you maintain a research lab or work with hazardous materials?	
C. Do you conduct human research?	
D. Do you conduct animal research?	
E. Do you intend to transfer equipment, data, or records?	
F. Do you have any patent or invention activity?	

Faculty Signature

Date

Department Chair Signature

Date

PART I : DEPARTING FACULTY RESPONSIBILITIES

Faculty member departure checklist- General	Completed	N/A
Submit letter of resignation or retirement to College Dean or Department Chair recommended by at least 60 days prior to last day. (Please see date information on first page)	<input type="checkbox"/>	<input type="checkbox"/>
Notify any committees or boards on which you serve of the pending departure.	<input type="checkbox"/>	<input type="checkbox"/>
If retiring, contact Human Resources regarding retirement package information and retirement benefits.	<input type="checkbox"/>	<input type="checkbox"/>
Contact Human Resources regarding questions related to continued Health Care Coverage (COBRA), continuation of life insurance, and distribution of retirement contributions.	<input type="checkbox"/>	<input type="checkbox"/>
Contact Department Chair to discuss the status of graduate students. (Will they be transferring to the new institution or finding another faculty advisor at UNT?)	<input type="checkbox"/>	<input type="checkbox"/>
Notify any relevant committee(s) if you are part of a pending inquiry or investigation.	<input type="checkbox"/>	<input type="checkbox"/>
Do you direct a Center or Institute? Discuss options of replacement of your position or dissolution of the center with Department Chair.	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for the disposition of mail received by the department after departure.	<input type="checkbox"/>	<input type="checkbox"/>
If you are currently teaching, verify that all grades have been submitted. Arrange with department to handle retention or destruction of hard copies of student work as needed.	<input type="checkbox"/>	<input type="checkbox"/>
Discuss with your Department Chair whether you plan to transfer assets, equipment, or data to another institution	<input type="checkbox"/>	<input type="checkbox"/>
Notify the Office of Grants and Contracts Administration with any requests for transferring grants/awards. (see addendum A)	<input type="checkbox"/>	<input type="checkbox"/>
Notify Asset Management if any assets are being requested for transfer to another institution. (see addendum E)	<input type="checkbox"/>	<input type="checkbox"/>
Clear all tagged equipment with college/department responsible staff	<input type="checkbox"/>	<input type="checkbox"/>

Faculty member departure checklist- If you are a Supervisor	Completed	N/A
Verify that all evaluations and employee paperwork is completed, filed and transferred if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that all timekeeping records for employees have been approved and all reports to in EIS have been transferred to a new or interim supervisor.	<input type="checkbox"/>	<input type="checkbox"/>

Faculty member departure checklist- Final Days	Completed	N/A
Remove personal items from offices, labs, or lockers.	<input type="checkbox"/>	<input type="checkbox"/>
Return all keys to UNT Facilities Door Systems Office.	<input type="checkbox"/>	<input type="checkbox"/>
Return all University owned equipment to department inventory coordinator including, access cards/tokens, computers, mobile devices, and media storage devices.	<input type="checkbox"/>	<input type="checkbox"/>
Return any University issued PCards and travel cards to UNT System PCard Coordinator and UNT System Travel Office, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
Contact your College IT department to migrate and delete all electronic files containing University data from personally owned computers, mobile devices, cloud storage, and storage media (e.g. flash drives, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Contact your College IT department to uninstall all University licensed software from personally owned computers and mobile devices.	<input type="checkbox"/>	<input type="checkbox"/>
Notify UNT System payroll office of any change of address or contact information for W-2 tax statements.	<input type="checkbox"/>	<input type="checkbox"/>

Faculty Signature

Date

PART II: DEPARTMENTAL RESPONSIBILITIES

Departmental Responsibilities Checklist - General	Completed	N/A
Give departing faculty member the “faculty” section of this checklist, any applicable addendums, and specific checkout procedures specific to your department.	<input type="checkbox"/>	<input type="checkbox"/>
Deliver resignation or retirement letter to: a) Office of the Dean; b) Provost Office of Faculty Personnel immediately upon receipt.	<input type="checkbox"/>	<input type="checkbox"/>
Contact department inventory coordinator to assist with a confirmation of all assets. See attached Asset Confirmation Form– This should occur within 48 business hours of notice given. Date completed _____ Explanation if more than 48 hours after notice: _____	<input type="checkbox"/>	<input type="checkbox"/>
Contact Asset Management and the Office of Innovation and Commercialization if the faculty member requests to transfer any assets, data, or intellectual property from UNT to their new institution.	<input type="checkbox"/>	<input type="checkbox"/>
Recommend that faculty member contact HR benefits.	<input type="checkbox"/>	<input type="checkbox"/>
Process any non-reimbursed travel expenses through the department prior to termination date of the departing faculty member.	<input type="checkbox"/>	<input type="checkbox"/>
Enter faculty member termination ePAR in EIS and enter appropriate reason code.	<input type="checkbox"/>	<input type="checkbox"/>
For Faculty members in non-immigration Visa Status: Notify Human Resources, whether resigning or being dismissed, so Human Resources can withdraw visa sponsorship and work authorization.	<input type="checkbox"/>	<input type="checkbox"/>
Notify the following offices (when applicable) of faculty member’s pending departure and provide them with the faculty name and departure date and employee ID. These offices correspond with the additional addendums to this form. Addendum A: Office of Grants and Contracts Administration Addendum B: Risk Management Addendum C: Office of Research Integrity and Compliance Addendum D: Office of Research Integrity and Compliance Addendum E: Asset Management and the Office of Innovation and Commercialization Addendum F: Office of Innovation and Commercialization	<input type="checkbox"/>	<input type="checkbox"/>

Departmental Responsibilities checklist- Final Days	Completed	N/A
Request completed part 1 of the checklist from the departing faculty member.	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all equipment, records, and data that will be left at UNT have been received and secured. Update new custodian and location in EIS.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm removal of access privileges and return of University property.	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all electronic files containing University data have been removed/transferred to UNT from departing faculty member's personally-owned computers, hand-held devices, and electronic media.	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all University licensed software from personally owned computers and mobile devices has been uninstalled.	<input type="checkbox"/>	<input type="checkbox"/>
Verify return of University portable computer/mobile devices/or access cards.	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that the department has access and passwords for any electronic files being left at UNT.	<input type="checkbox"/>	<input type="checkbox"/>
Verify the return of University Pcards, or credit cards.	<input type="checkbox"/>	<input type="checkbox"/>
Verify removal of personal items from offices, labs, and lockers.	<input type="checkbox"/>	<input type="checkbox"/>
Verify return of all department or University keys.	<input type="checkbox"/>	<input type="checkbox"/>
Reassign any direct reports to a new or interim supervisor in the EIS system.	<input type="checkbox"/>	<input type="checkbox"/>
Determine disposition any discretionary project balances and submit request to deactivate faculty project code (16XXXXXX).	<input type="checkbox"/>	<input type="checkbox"/>
Confirm cancelled access to network, EIS or other University systems within 48 hours of departure.	<input type="checkbox"/>	<input type="checkbox"/>
Send a copy of completed checklist and all appropriate addendums to Provost Office of Academic Resources	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the departing faculty member has completed all relevant section of this checklist and related addenda and that all applicable University policies and procedures have been followed to the best of my knowledge:

Department Officials Name

Department Officials Title

Department Officials Signature

Date

ASSET CONFIRMATION FORM – PENDING FACULTY TERMINATION

*This form must be completed, within **48 business hours** of a Faculty member giving notice of separation from the University. This form is a supplement to the Faculty off-boarding checklist, and should be retained along with the checklist.*

Confirmation Section 1: Pcard Review

The department administrator should request a Pcard report from their respective college’s academic financial officer for the last 12 months of Pcard purchases made from their department.

Report should be reviewed to search for any item that may have been purchased for the terminating faculty member that does not appear on the system inventory list but perhaps should be; or an item that the faculty member may be requesting to take with them that may be licensed to the University.

Items could include:

- Personal electronic devices (laptops, tablets, cell phones, etc.)
- Small data servers
- Software
- Back-up hard drives
- Computer Hardware
- Large Lab Equipment

Any items found should be logged below during the audit and submitted to asset management.

Found Items:

Item Description	Quantity	Chartstring used for purchase	Pcard holder name	Date Purchased

Audit Section 2: Asset Inventory Confirmation

The department administrator should pull both asset queries in EIS:

- Departmental – AM_INSVCS_ASSETS_YRLY_INVENTORY
- Individual – ASSETUSERS_EMPL_ID

The departmental query will show all assets for the department and the individual query will return all asset items assigned to a specific individual by EmplID.

The asset audit reports should be compared against the physical inventory.

Any items listed on the asset query that is unaccounted for should be listed below:

Item Description	Tag #	Asset ID	Custodian Name

****Please attach the Pcard and asset query reports to this completed form.***

Comments:

Name of terminating faculty member: _____ EmplID: _____

Date termination notice given: _____ Date confirmation completed: _____

Confirmation completed by: _____
(Printed name) Signature

Department Head: _____
(Printed name) Signature

****I certify that I have reviewed the audit reports in their entirety and agree with all findings.***

ADDENDUM A: EXTERNALLY SPONSORED GRANTS AND CONTRACTS

This addendum is to be completed by the principal investigator on a grant or contract.

All grants and contracts are made to the University of North Texas and not to individuals. They must be closed out by the University before they are transferred to another institution. Individual grant and contract requirements vary but generally include financial, technical, and progress reporting. The University of North Texas will work with the sponsor and may relinquish the award or contract back to the sponsor allowing them to then make a new award or enter into a contract with the new institution. All items on this checklist should be completed **BEFORE** the faculty member's departure from the University, in coordination with the Office of Grants and Contracts Administration (OGCA).

Office of Grants and Contracts Administration (OGCA) Contact Information:

Mailing Address
1155 Union Circle #305250
Denton TX, 76203-5017

Ground Shipping
Hurley Administrative Building 160
1501 W. Chestnut street
Denton, TX 76203
Phone 940-369-3940 Fax: 940-565-4277

OGCManagementTeam@ad.unt.edu

Prior to Faculty Departure	Date Completed
Notify College Dean and Department Chair/Head and the Office of Grants and Contracts Administration of your intent to transfer a grant or contract to another institution. (should be done 60 to 90 prior to departure)	
Provide contact information for the new transfer institution to OGCA and provide OGCA's contact information to the new transfer institution.	
Complete and submit final invention reports to sponsor as required, and in coordination with the Office of Innovation and Commercialization; see Addendum F.	
Ensure that all required progress reports and final reports have been prepared and submitted, and a copy provided to the Office of Grants and Contracts Administration.	
Request that your department administrator work with the College Research Officer (CRO) and OGCA to complete any necessary paperwork for project or contract transfer.	
Work with department administrator and the College Research Officer (CRO) to prepare a complete list of all equipment, data, or property being requested for transfer; see Addendum E.	
Work with OGCA to ensure all payroll certification for effort have been certified before departure.	
If planning to transfer a grant or contract, ensure that OGCA has a copy of any/all proposals and a copy of all reports submitted on current ProjIDs.	
Work with OGCA to notify the collaborating institution in writing that the award will be transferring and advise the new institution of any award(s) involving sub-awards.	

<p>Work with your College Research Officer (CRO) and the college’s Academic Financial Officer to ensure that the budget is prepared for the remaining months at the university and ensure that sufficient funds remain to cover any outstanding balances. Review all final expenditures made to the grant or contract.</p>	
<p>Resolve any outstanding commitments, encumbrances and budget deficits.</p>	
<p>Coordinate with the Office of Innovation and Commercialization to ensure proper closeout of existing material transfer agreements and confidential disclosure agreements. Review the Materials Transfer Agreement and ensure materials are handled accordingly. A Materials Transfer Agreement may need to be processed between the providing entity and the receiving entity before materials can be transferred.</p>	
<p>Coordinate with the Office of Innovation and Commercialization to ensure proper closeout of existing confidential disclosure agreements. Review terms of confidentiality agreement to ensure that any information provided is handled accordingly. Information transferred to another institution will require a new confidentiality agreement be processed between the providing entity and the receiving entity.</p>	

ADDENDUM B: RESEARCH LAB/HAZARDOUS MATERIALS

This addendum is to be completed by the investigator responsible for closing down a laboratory.

When vacating laboratories containing potentially hazardous materials (biological, chemical, radiological, sharps, or other hazards), it is very important that principal investigators coordinate with Risk Management Services to ensure proper disposal or transfer of these materials. Failure to comply with the rules that govern hazardous materials is significant and could result in civil or criminal penalties, including monetary fines and imprisonment.

Contact information for Risk Management:

ASKRMS@unt.edu 940-565-2109

Contact information for Environmental Health & Safety:

Scott.Dunkle@unt.edu 940-565-4751

Prior to Faculty Departure	Date Completed
<p>Notify your college Dean and Department Chair/Head and Risk Management of your intent to close down a research laboratory to ensure that you have adequate time for appropriate decontamination, transfer, surplus, or disposal of any hazardous materials and equipment.</p> <p>Utilize Scott.Dunkle@unt.edu as your Risk Management contact.</p>	
<p>A formal decommissioning plan must be developed with Risk Management prior to vacating a Laboratory.</p>	
<p>Decontaminate all hazard-containing or hazard-labeled equipment before transfer, surplus, or disposal, in accordance with Environmental Risk guidelines. If radiation producing machines are present, contact the Radiation Safety Officer at Fatima.adeyemo@unt.edu</p>	
<p>Dispose of unwanted hazardous materials in accordance with Environmental Risk waste procedures. Contact Risk Management as soon as possible as significant time is often required to properly dispose of certain hazardous materials. If radioactive materials are present, contact the Radiation Safety Officer at Fatima.adeyemo@unt.edu</p>	
<p>If your lab/area generates hazardous waste, contact Risk Management to verify the disposal of your waste and confirm proper labeling of all hazardous materials, including waste, that will not be disposed of before your departure.</p>	
<p>Consult with Risk Management on the proper transport or shipping of hazardous materials or equipment if you plan to transfer hazardous materials/equipment to another institution or foreign entity.</p>	
<p>Department administrator coordinates with Risk Management for a final walkthrough of vacated space(s) to ensure and acknowledge that all hazardous material has been removed and proper procedures for closure have been followed.</p>	

ADDENDUM C: HUMAN SUBJECT RESEARCH

This addendum is to be completed by the investigator(s) working on a human subject research protocol.

It is very important that proper steps be taken with regard to the disposition of human subject research protocols prior to a faculty member's departure from the University. This checklist must be completed PRIOR to the faculty member's departure from the University.

Contact Information for the Office of Research Integrity and Compliance:

UNTIRB@unt.edu 940-565-4643
1155 Union Circle #310979
Denton, TX 76203-5017

Before Faculty Departure	Date Completed
Contact the Office of Research Integrity and Compliance to discuss appropriate IRB procedures and departure date.	
Assess transferability of research to new institution (geographic proximity for current human subjects).	
Submit application through new Institution's IRB.	
Submit management plan to Office of Research Integrity and Compliance for any currently enrolled research subjects (give current subjects information to facilitate continuing or withdrawing from research who do not wish to be transferred to the new institution) and how closure will be facilitated.	
Consult with Office of Research Integrity and Compliance services if you will be transferring specimens or health information from subjects.	
Coordinate with your department Chair to initiate the process with the Office of Research Integrity and Compliance to approve your continued PI status if you will remain PI on a project.	
If a new PI will be appointed at UNT, work with the department chair to identify the new PI. Ask Department to contact Office of Research Integrity and Compliance to discuss details of the transition.	
Modify IRB protocol/application and obtain signatures from new PI if project will be maintained at UNT.	
Modify IRB consent form using tracked changes, if protocol remains open to enrollment if project will be maintained at UNT.	
Consult with Office of Research Integrity and Compliance on closeout procedures if project will be terminated.	
Describe data generated during clinical trial for which you were the principal investigator that must be retained under contractual obligations or FDA regulations. Include the following: Where the data is stored, number of boxes/file cabinets involved and how they are identified; how long the record retention is for the data & cost to store through retention period until records can be destroyed. – contact the research office with questions.	

ADDENDUM D: ANIMAL RESEARCH

This addendum should be completed by the investigator(s) using animals as research subjects.

It is important that proper steps be taken with regard to the disposition of animal subjects prior to departure from the University. All items listed below should be completed PRIOR to the faculty member’s departure from UNT. Failure to adhere to these procedures may result in:

1. A letter of reprimand that will be sent to the principal investigator; with a copy sent to the department chair and to the office of research at the new institution.
2. Any expenses, including per diems, will be billed to the faculty member’s department chair for the recovery of costs incurred.
3. Euthanasia of animals may be conducted at the discretion of the Office of Research Integrity and Compliance.

Contact Information for the Office of Research Integrity and Compliance:

Jamie.Peno@unt.edu 940-565-4643
1155 Union Circle #310979
Denton, TX 76203-5017

Before Faculty Departure	Date Completed
Send a written notification to the Office of Research Integrity and Compliance with your intent to leave the University. The notification must include the exact date of departure, requested date of protocol termination, intended disposition of any remaining animals, and new contact information.	
Contact the Office of Research and Innovation to obtain approval and to complete the appropriate transfer forms if you intend to transfer any animals remaining in inventory to another investigator’s protocol or have the animals transferred to the new institution	
If you plan to continue collaborative research with another qualified UNT faculty member, the collaborating UNT faculty member must agree to accept responsibility for any ongoing research and animals in inventory. The departing faculty member’s protocol will be terminated therefore, the collaborator must submit a new animal use protocol under their name to the Office of Research and Innovation.	
Data associated with animal subjects must be retained in accordance with the data retention policy.	

ADDENDUM E: TRANSFER OF EQUIPMENT, DATA, RECORDS, OR OTHER ITEMS

This addendum should be completed by a faculty member intending to transfer materials to another institution.

In many cases, faculty members will have equipment, data, records, or such things as specimens, or cell lines that they would like to take with them when they leave the University. The ownership of these items may be unclear. It is best to clarify these issues prior to departure or the transfer of these items. All items listed below should be completed PRIOR to the faculty member's departure from UNT.

Contact Information for the Office of Innovation and Commercialization:

UNTResearch@unt.edu
1155 Union Circle #310979
Denton, TX 76203-5017
940-369-7428

Contact Information for Asset Management:

Karl.Skaar@unt.edu
940-565-2392

Before Faculty Departure	Date Completed
<p>Faculty moving to another university who wish to transfer research equipment with them must have approval from the College Dean, Department Chair and Asset Management. Restrictions on such a transfer depend on who has title/ownership of the equipment.</p>	
<p>Contact the Office of Innovation and Commercialization to discuss the proper procedures if you will be transferring data or records.</p>	
<p>Contact Asset Management if transferring equipment and collaborate with the Office of Grants and Contracts Administration (OGCA) to determine the necessary steps and to determine if a transfer is possible.</p>	

ADDENDUM F: INTELLECTUAL PROPERTY

This addendum should be completed by a faculty member who has patent or invention activity.

It is important to communicate with the Office of Research and Innovation regarding any potential issues that may arise related to the faculty member’s intellectual property portfolio. All items listed below should be completed PRIOR to the faculty member’s departure from UNT.

Contact Information for the Office of Innovation and Commercialization:

UNTResearch@unt.edu 940-369-7428
1155 Union Circle #310979
Denton, TX 76203-5017

Before Faculty Departure	Date Completed
Disclose final update and data related to any previously disclosed inventions.	
Disclose any final inventions.	
Provide new address and contact information for on-going activities correspondence. (Patent prosecutions, licensing support, revenue distribution, etc.)	
Provide point of contact at technology licensing office at new institution.	
Ensure all necessary documentation (invention disclosures, patent assignments, etc.) have been executed and, if applicable, notarized.	