

**Vanderbilt University School of Medicine
FACULTY Departure Checklist**

This checklist should be completed by each faculty prior to his/her last day with the Department. Because of the time required to complete this form, it should be given to the terminating faculty member 30 days prior to termination. The faculty member and his/her Division Administrator are responsible for ensuring that all checklist items are completed and that the form is turned in to the Department Administration prior to the faculty member's last day of employment.

****FOR COMPLETION BY TERMINATING FACULTY MEMBER****

---Human Resources---		
Have you contacted the Benefits Division of Human Resources concerning your health-care insurance and other benefits such as retirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
If you do not wish to extend your healthcare insurance, have you returned your identification card to the HR Benefits Office or your department administrator?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
If you are an international visa holder, have you coordinated your transfer, discharge, or resignation through the Human Resource Office of International Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you returned your Vanderbilt University/Medical Center: <input type="checkbox"/> ID card <input type="checkbox"/> library card <input type="checkbox"/> animal access card <input type="checkbox"/> other assigned cards	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
---Office/Lab---		
Have you returned, or left in its proper place, equipment located in your <input type="checkbox"/> office <input type="checkbox"/> laboratory and returned equipment such as <input type="checkbox"/> dictation <input type="checkbox"/> pager <input type="checkbox"/> computer <input type="checkbox"/> other	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you returned, or left in its proper place, or received permission to take originals and copies of all hard-copy and computerized: <input type="checkbox"/> documents <input type="checkbox"/> files <input type="checkbox"/> manuals <input type="checkbox"/> notes <input type="checkbox"/> books <input type="checkbox"/> ledgers <input type="checkbox"/> research data <input type="checkbox"/> biological materials <input type="checkbox"/> other	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you shown and thoroughly reviewed with your chair/division head/administrator the locations of all office, laboratory and computer files?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
---Research---		
Has a Progress Report been submitted for all grants left at Vanderbilt?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Has a Financial Status Report (FSR) been issued for all grants completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Has a final invention and Patent Statement been issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
If a P.I. on any active research study approved through IRB, have you notified the IRB office of the new P.I. or closed the study?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have arrangements been made for appropriate disposition of any animal care, stored specimen repositories or similar responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
---Personal---		
Have you contacted the following regarding accounts: <input type="checkbox"/> Vanderbilt Credit Union <input type="checkbox"/> Payroll <input type="checkbox"/> Patient Account <input type="checkbox"/> Vanderbilt Medical Group	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you contacted Central Parking to terminate your parking and return parking card?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you completed and turned in to your department administrator any outstanding <input type="checkbox"/> travel expense forms <input type="checkbox"/> outstanding travel advances or payments due	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you turned in all corporate or access credit cards that might include: <input type="checkbox"/> American Express <input type="checkbox"/> Vanderbilt Procurement Card <input type="checkbox"/> V-Net Calling Card <input type="checkbox"/> Telephone Card	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you returned all keys or entry access cards to department administrator?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you completed an exit interview with: <input type="checkbox"/> Department Administrator <input type="checkbox"/> Division Director <input type="checkbox"/> Department Chair	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Have you submitted a forwarding address to: <input type="checkbox"/> Department Administrator <input type="checkbox"/> Human Resources Records Management	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
To the best of my ability, I have fully completed the items above unless noted on an attached sheet:		
_____ Faculty Signature/Date		

**Vanderbilt University School of Medicine
Department Checklist for Departing Faculty**

****FOR COMPLETION BY DIVISION/DEPARTMENT ADMINISTRATOR****

<ul style="list-style-type: none"> • Have you sent written notice of the faculty member's termination to the Office of Faculty Affairs? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If clinical faculty, have you given a 45-day notice to terminate liability coverage to department administrator? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If clinical faculty, have you notified the Physician Billing Systems of the last working day for the faculty member? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you notified Telecommunications to void: <ul style="list-style-type: none"> <input type="checkbox"/> V-Net number <input type="checkbox"/> Telephone calling card? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you notified the Department Administrator to void all computer access privileges? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you notified the Computer Network Manager to cancel email access or confirm length of continuation following termination? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you notified Department Administrator to delete: <ul style="list-style-type: none"> <input type="checkbox"/> people finder listing <input type="checkbox"/> email listing <input type="checkbox"/> organizational chart entry <input type="checkbox"/> procurement card authorizations <input type="checkbox"/> any signature authorities <input type="checkbox"/> any website listings <input type="checkbox"/> mail distribution address 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you made arrangements with the faculty member regarding final paycheck and benefits? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Has final PAF been submitted and documentation submitted that all expenses related to the departing faculty member have been met? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Have you received a signed copy of the faculty departure checklist? 	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<p><u>Signature/Date:</u></p> <p>Department/Division Manager _____ / _____</p> <p>Department/Division Network Manager _____ / _____</p> <p>Department Chair/Division Head/ Department Administrator _____ / _____</p>		