



CAS Faculty Departure Procedures and Policies

This document pertains to the necessary procedures required by each College of Arts and Sciences (CAS) department for when a faculty member departs, either through termination, separation, or by retiring. A list of departing faculty will be sent to all of the Team Leads in June to initiate the process of transition. Affected BAs will receive an email from Faculty Admin and should reach out to the Team Leads to work through processes in this document.

CAS Communications

The following actions pertain to what must be done by the Communications team based on how the departing faculty member leaves the University.

If the departing faculty member is terminated:

- The departing member's web access and access to social media accounts will be removed. Any corresponding passwords will be changed.
- All passwords on other systems (Ex: MailChimp, AdobeSuite, iStock) will be changed if necessary.
- The departing member will be removed from any webpages.

If the departing faculty member is separating:

- The departing member's access to social media accounts will be removed. Any corresponding passwords will be changed.
- All passwords on other systems (Ex: MailChimp, AdobeSuite, iStock) will be changed if necessary.
- The departing member will be removed from any web pages.
- The department will debrief with the departing member about any work that must be completed, and to obtain feedback from the departing member.

If the departing faculty member is retiring:

- The departing member's web access and access to social media accounts will be removed. Any corresponding passwords will be changed.
- All passwords on other systems (Ex: MailChimp, AdobeSuite, iStock) will be changed if necessary.
- The departing member will be removed from any webpages, or updated per their new role.

CAS Events

In the case of a faculty member departing CAS by retiring, the CAS events team will hold a retirement party pertaining to the guidelines below.

- All retirement parties are subject to leadership approval. If the faculty member has 30+ years of service to the University, the CAS Events Team can assist with the planning of the retirement celebration.
- The events team will coordinate venue, food and beverage, gifts, invitations, entertainment, and other items as requested.
- Departments are financially responsible for all expenses related to retirement celebrations.
- Departments may contact the events team for event support for faculty retirements as needed.

CAS Facilities

For any faculty departure, the following must be done:

- Keys will be returned to the department by departing faculty members.
- Key card access will be updated for the departing member by the department, so no unauthorized access to buildings can occur.
- Departing faculty members will empty their office of personal items. No items are to be left behind.
- Lab space will be decontaminated through a deep clean of all lab surfaces. Any unwanted chemicals left in the lab will be removed by the appropriate vendor.
- Any equipment owned by the departing faculty member will be either moved to the new facility of the departing member or will be removed if it is unwanted and unnecessary to the department.
- The move out deadline for the departing faculty member must be clearly established and enforced by the department.
- We do not provide offices for retired faculty.

CAS Faculty Administration

Upon retiring, separating and termination:

- Three months prior to a faculty member's retirement date, the member must make an appointment with UD's retirement specialist.
- Faculty who are separating from UD (this excludes retirements) should write a letter to their department chair/director that states they are leaving UD and the last day of employment. The last day of employment is up to the faculty member to determine. This information is then shared with our CAS HR team to process the appropriate offboarding JED. The chair/director should then forward that letter onto their Associate Dean and CAS Faculty Administration (cas-facultyadmin@udel.edu).

- Faculty who are retiring and wish to request Emeritus/Emerita status should review the [standard operating procedure](#) for this process.

CAS Finance and Analytics

Upon separating, retiring, or termination, the department will:

- Cancel their UD Credit Card through concur, which can be accessed through the following link, <http://www.udel.edu/concur>.
- Remove the faculty member's access to UD Financials-Query and UDataGlance.
- Check support code for any startup funds from the departing member, and return the funds to the correct source, with the correct permission.
- Ensure that the faculty member's access to UD Exchange is removed.
- Process the purchase of any lab equipment, with the correct permission.

For assistance or support with any of the above items, please contact cas-financialops@udel.edu.

CAS Human Resources

If a faculty member is retiring:

- Faculty who satisfy the age and service criteria will be eligible for retirement and retirement benefits.
- UD Retirees are eligible for the same educational benefits as they when they were working, and retain access to the UD Library, fitness facilities, central lot parking permits, and more.
- UD Retirees will retain access to their UD email and UD ID.

If a faculty member is separating or is being terminated:

- Pay for the faculty member will continue through the effective date of the separation.
- If the effective date is any day after the first of the month, benefits will continue through the rest of the month.
- Prior to separation, the faculty member must update their mailing address and contact information to ensure that they will receive their W-2 at the end of the year.
- Faculty members must return their UD ID, UD Credit Card, and all UD property to their respective department prior to their last day.
- The Office of Human Resources will provide COBRA information outlining options for continuation of benefits if the faculty member chooses to do so. This information will be sent several weeks after coverage at UD ends.

CAS IT

The CAS IT department must be notified at least two weeks prior of all faculty departures so that:

- Access to University systems can be removed and to help transition any personal assets to their personal digital space.
- Faculty who were on M365 will be transitioned to Google.
- Faculty will transition onto retiree storage limits in Google per [TDX KB Article 1062](#) and [TDX KB Article 1063](#). This may result in them being over the lower storage caps and require some remediation.
- Faculty who are maintaining a relationship with the university, with supervisor approval, retain their University-managed computer to support that relationship with UD.
- Departing faculty cannot purchase their work laptop from the University for personal use (this is due to supply issues). Any exception to this would require the approval of both their supervisor and CAS IT.
- In the case where an exception is granted and the faculty member purchases their laptop for personal use, CAS IT is legally required to return the device to its factory installed level of Windows and must remove any licensed University software from the device. The user should ensure that any personal data is backed up before this device is reset to factory settings.
- The departing member's University Arts and Sciences account must be deactivated, will be removed from the IT Inventory Database, and hardware should have its owner changed to their IT support person when returned to the University.
- Hardware returned to the IT department must be reassigned to the new hire if or when the device is re-issued.

CAS Sponsored Research

Equipment, Other Property and Other items:

- If funds from CAS are used to purchase tangible, non-consumable items or equipment, they are considered property of the University. This applies even if said items were purchased exclusively for the individual use of the departing faculty member.
- If items are no longer needed for University purposes, follow in accordance with the [surplus policy](#).

Faculty Transfer to Another Institution:

- In the case that the equipment or property's funding was provided in full or partially by the University, the new institution will be asked to reimburse the University for a portion of the market value price of the equipment after the transfer is approved.
- Depending on the sponsor, the full title may be retained. If so, the sponsor will decide if the equipment will be sold or transferred.
- Following the termination of the grant or contract, the sponsor may give the title to the new institution.
 - In this interim period, the sponsor and the University may be involved in the sale or transfer decision.

- If the sponsor gave the title to the University at the time of purchase, or at a later date, it is the University's decision to sell or transfer the equipment.
- If the sponsor and the University agree to the sale or transfer of capital equipment to another institution, the new institution must formally accept the equipment.
- In cases where the capital equipment is essential to the continuation of the research at the PI's new institution, exceptions may be granted.

Miscellaneous:

- If the departing faculty member needs to take their University provided laptop with them to continue their research at their new institution, this must be approved by the University.
- If the departing faculty member would like to purchase any equipment to bring with them to their new institution, this must be discussed and approved by the University.
- If the departing faculty member has any staff or graduate students working under them, discussions need to be had in order to determine employment status.

CAS Student Success Center (SSC)

- If the departing faculty member was an advisor to undergraduate students, their department should assign said students to a new faculty advisor.
- If the departing faculty member was the advising liaison to the CAS SSC, the internship coordinator for the department, or the program coordinator for a secondary education program in the department, their department must notify the CAS SSC of who will fill those roles.