**SEPARATION CHECKLIST FOR FACULTY AND CONTINUING LECTURERS – DEPARTMENT CHECKLIST**

* Forward resignation letter/email with supervisor’s acknowledgement to Arts Division Academic Human Resources Office.
* If the employee supervised other employees, inform the Arts Division Academic Human Resources Office who will take over the supervisory duties.
* Ensure that employee returns keys, access cards, ID card, and University-owned equipment.
* Provide employee with a deadline for vacating their office and/or lab space. Ensure that chemicals or other hazardous materials in these spaces are properly disposed of (contact EH&S).
* Ensure employee transfers ownership of any Google Apps before the last day of employment (if applicable).
* Coordinate the transfer and/or disposal of employee’s electronic files, emails, and voice mails.
* Submit a ticket to ITS via the ITS Support Center if there is a specific date on which the employee should no longer have access to any or all UCSC accounts. If no ticket is submitted, the accounts will remain active for 90 days beyond separation for faculty titles and 1-3 weeks for non-faculty titles (excluding students). If the employee needs access beyond the standard time, submit a ticket to request a Sundry Account.
* Provide your forwarding address and telephone number to your supervisor/department manager. Update your mailing address and email address in At Your Service Online for tax and benefits information.