

Exit Check List for Faculty

For those faculty who are leaving the University, excluding emeritus.

By this Date for end of year resigns	Item	Task	By this Date for mid-year resigns
5/21	Expenses for reimbursement and other types of payments	All University expenses must be submitted for reimbursement via Travel ND and must be in the departmental (or appropriate) queue by 12/5, for a mid-year resignation and by 5/21 for end of year resignations. All requests must be Notre Dame business related.	12/5
5/15	Credit Cards	Turn in any University credit cards to your department's main office, i.e., procards, travel cards, etc.	12/5
5/21	Office Contents	Pack all items in faculty office (you may contact the Dean's office for boxes & tape or assistance in packing your items, 1-5478).	Prior to Christmas break
5/21	Office/Keys	Vacate office. Return department keys to your departmental office.	Prior to Christmas break
Same date that final grades are due	Computer Equipment	Leave desktop computers in your faculty office and return computers and peripherals, located in home offices, to your faculty office. This includes: laptops, iPads, printers, scanners, external hard drives, etc. Questions, call Dave Mastic, Arts and Letters Computing Office (ALCO) at 1-3330. You will receive a letter from ALCO on or about April 15, (depending upon receipt of a resignation letter) regarding the return of computer equipment and assistance in file transfers.	Same date that final grades are due
5/21	Mail	Provide an e-mail address and future home address to your department's main office. Any first class mail you receive at ND will be forwarded to you up to 3 months (no packages). Change your office mailing address for Amazon, journals, etc. that are sent to the department's office address.	12/15
5/21	Library Books	Return all checked out items to the library.	12/15
6/30	Parking card	Return parking card to your departmental office.	12/31