

THE UNIVERSITY OF TEXAS AT AUSTIN

**GUIDELINES FOR THE FACULTY/RESEARCHER EXIT CHECKLIST**

Faculty who leave the University should obtain appropriate clearances in order to exit the University in good standing. Faculty/researchers should:

1. Contact the appropriate department chair/center director as soon as possible to begin the process of closeout. The department chair/center director should indicate in the enclosed checklist what items require clearance. **As applicable**, the faculty/researcher must contact:
  - a. The *Office of Environmental Health & Safety* for orderly laboratory closure and proper handling, transfer, or disposal of chemicals, radioactive and biological materials, controlled substances, lasers and radiation generating equipment.
  - b. The *Office of Research Support & Compliance* to terminate studies involving human subjects or animals.
  - c. The *Office of Sponsored Projects* to transfer or terminate sponsored projects and to finalize any financial requirements
2. Notify the appropriate departmental/center inventory contact person regarding the handling of equipment, such as computers or other research equipment. Any requests for the transfer of equipment to another institution must be processed through the Controller's Office.

This process supplements existing internal inventory checks that each department chair or center director has developed for faculty/researchers leaving the University. Such faculty should meet with his/her department chair/center director or designee to obtain final clearance for all remaining relevant issues.

The clearance procedure involves obtaining the signatures of representatives of the clearing offices on the Exit Checklist (attached), which should be returned to the departmental chairperson/center director. Completed forms should be filed with the department/center. Copies of the completed forms should be forwarded to the Vice President for Research, Main 302, G1400.

02/03/04

## FACULTY/RESEARCHER EXIT CHECKLIST

NAME: _____	DEPARTMENT: _____
UT EID #: _____	SEPARATION DATE: _____
LAB. ROOM # _____	

**FACULTY/RESEARCHERS:** "Exit Sessions" with the department chair/center director are an important final step for faculty/researchers terminating employment with The University. The sessions need to be scheduled as soon as the faculty/researcher knows he/she is leaving, but at least within the final 2 weeks of employment. To leave UT Austin in good standing and clear all obligations, individuals should obtain clearances from applicable University offices or departments.

**DEPARTMENT CHAIRPERSON/CENTER DIRECTOR:** Check (√) each applicable item that requires clearance. For each item checked, the faculty/researcher should obtain the signature(s) from each of the appropriate University officials, signifying that the exiting faculty/researcher has been cleared.

<input type="checkbox"/> <b>Environmental Health &amp; Safety (requires signature of Environmental Health &amp; Safety Office)</b>	
I certify that all laboratory transfer/closure procedures have been implemented:	
_____	_____
Signature, Environmental Health & Safety	Date

<input type="checkbox"/> <b>Sponsored Research — OSP/Contracts &amp; Grants (requires signature of OSP)</b>	
I certify that all obligations related to contracts and grants have been cleared:	
_____	_____
Signature, Office of Sponsored Projects	Date

<input type="checkbox"/> <b>Office of Research Support &amp; Compliance (requires signature of ORSC)</b>	
I certify that all UT Austin research projects involving human subjects or animals have been cleared:	
_____	_____
Signature, Office of Research Support & Compliance	Date

<input type="checkbox"/> <b>Research Equipment/Computers/Inventory (requires Department Chair signature)</b>	
I certify that all UT Austin property has been returned and all obligations have been cleared:	
_____	_____
Signature, Department Chair	Date

\_\_\_\_\_  
Signature, Faculty/Researcher

\_\_\_\_\_  
Date

**COMPLETED FORMS SHOULD BE FILED WITH THE DEPARTMENT/CENTER. Copies of the completed form should be forwarded to the Vice President for Research, Main 302, G1400.**