

## Departure Checklist – *Faculty Member Responsibilities*

### Notification Process

- ☐ Faculty members must provide a letter to the Chair and Division Head announcing the intent to retire or resignation and the effective date. Include Faculty Affairs team: [UWPedsFA@seattlechildrens.org](mailto:UWPedsFA@seattlechildrens.org) on the letter.
  - ☐ If resignation, provide the reason for leaving, the effective date and information on the new place of employment, i.e. name and location of new institution.
  - ☐ CUMG requires at least 180 days notice to be eligible to receive final incentive payout.
- ☐ Include forwarding address/email following faculty's resignation/retirement (or update in Workday).
- ☐ If retirement, follow the additional process below after sending notification letter.

### Retirement – Application and Benefits

- ☐ Complete and submit a [UW Retirement Application](#) to get your retirement processed by UWHR Benefits. **Submit at least 3 months prior to retirement date.** You must officially retire from the UW in order to obtain all rights and benefits, and should contact the UW Benefits Office at 206-543-4444 or [benefits@uw.edu](mailto:benefits@uw.edu) for more information.
- ☐ If Applicable, faculty may request to be nominated for [emeritus status](#). 10 years of service at UW required.
- ☐ If you're enrolled in a retirement plan sponsored by the [Department of Retirement Systems](#) (DRS), request an official estimate approximately 3-12 months prior to your planned retirement date. The DRS can be reached at 1-800-547-6657.
- ☐ CUMG Benefits: contact [cumgben@uw.edu](mailto:cumgben@uw.edu)

### IT, Access & Additional Considerations

- ☐ Notify Departmental IT at [pedshelp@uw.edu](mailto:pedshelp@uw.edu) of your upcoming departure. Return any UW issued IT equipment (May not be required if attaining emeritus status, but check with IT). Request help if any transferring of data is needed before departure.
- ☐ Return any access cards, keys for your desk, office and file cabinet keys to your Administrator.
- ☐ Set up auto-reply email message & specify alternate contacts to both UW and SCH email if needed.
- ☐ Cancel meetings in Outlook/Teams.
- ☐ Remove UW licensed software from personal computer/device(s).
- ☐ Seattle Children's email and Citrix access will end after separation. UW email access will close approximately 1 month after separation.
- ☐ Review UW Workday access for [former employees](#).
- ☐ Contact [Transportation](#) Services to cancel parking permits/U-PASS if applicable.

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### *Division/Center Responsibilities:*

- ☐ Ensure resignation notice is forwarded to Faculty Affairs as soon as received. Email to [UWPedsFA@seattlechildrens.org](mailto:UWPedsFA@seattlechildrens.org).
- ☐ Notify regional and SCH Medical Staff sites of Faculty member's departure.

- ☐ Verify IT equipment are returned to you or IT directly: [pedshelp@uw.edu](mailto:pedshelp@uw.edu). Also, work with IT Obtain system and documents that are needed by members of your team.
- ☐ Notify [pedweb@uw.edu](mailto:pedweb@uw.edu) to remove employee from department website directory listing.
- ☐ Notify facilities at [pedsfac@uw.edu](mailto:pedsfac@uw.edu) to reset desk phone number/voicemail if needed.
- ☐ Remove access to shared drives, Teams, SharePoint, etc. Update mail groups, contact lists, meeting invites.

### *Faculty Affairs Responsibilities:*

- ☐ Verify resignation/retirement letter has been received by the Chair's Office for concurrence.
- ☐ Work with Executive Operations team to schedule an exit interview for departing faculty.
- ☐ Notify Pediatrics Payroll, Research Administration, UW Pediatrics IT, and SCRI Centers if needed.
- ☐ Complete UW OMSA Termination form and/or notify Seattle Children's Medical Staff – [MSSAppointments@seattlechildrens.org](mailto:MSSAppointments@seattlechildrens.org).

### *IT Responsibilities:*

- ☐ Verify department issued computing equipment has been returned, including work-from-home items.
- ☐ Remove user from all relevant UW groups & removal of software licenses.
- ☐ Cancel or reassign UWare software licenses.