

Departure Guidelines

Thanks for working for our department and congratulations on moving on! Before you leave, please take the time to gather your belongings and return keys, books, and final exams to the department. As you sort through your things, it would be extremely helpful if you would do the following:

- 1) Please turn in all keys to either Denise Clark in MW 130 or John Lewis in MW 300. If they aren't available, place them in an envelope and slip them under John's door.
- 2) Remove everything from your desk and please leave your desk unlocked.
- 3) Any final exams that are less than a year old should be given to Ann Logan in the Course Office. Please make sure the following information is apparent on the finals: the course, semester/year, your name.

Any older final exams or other papers that have students' information (e.g. rosters, old midterms, quizzes, homework, etc.) should be taken to our printing facility (behind the TA mailroom) for shredding.

Please discard or recycle any other papers and trash.

- 4) Return all books and calculators to the Course Office. If Ann isn't in, you can also leave them with the reception desk in the Math Tower; make sure they know to give them to Ann Logan.

- 5) Please leave a forwarding address with our receptionist. There may be a need to get in touch with you or forward first-class mail to you.

- 6) If you taught this semester, please pick up your written evaluations from Dan Boros's office (Math Tower 302). If I'm not available, please ask John Lewis or Jessica Wheeler for assistance. You can access the results of your online SEIs on the Faculty Center website the week after final exams. If you're interested in obtaining a cumulative history of your SEIs before you leave, you should be able to find that in the Faculty Center.

- 7) At some point, you'll probably need your W-2 statements for income tax purposes. It might be easiest for you to change your address in the HR system before you leave. (FYI, the paper W-2's aren't produced until late January; electronic W-2's are online in early- to mid-January.) If you have any questions about this, please see Dawn Jones in MA 112 or email jones.2272@osu.edu.

Best of luck in the future!