



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## **DOM Departmental Policy**

**SUBJECT:** Procedures for DOM Faculty Departing UAB

**EFFECTIVE DATE:** October 1, 2011

**PURPOSE:** To provide procedures for DOM Faculty Departing UAB

**POLICY:** Prior to departure from UAB, all DOM Faculty members, with the assistance of administrators as appropriate, are required to follow the procedures below. Following these procedures will allow final paychecks to be processed and ensure that there are no legal issues raised.

**PROCEDURE:**

1. Faculty submit a letter of resignation containing the effective date, reason for departure, and forwarding address (if known) to provide the information necessary to ensure personnel documents are processed correctly.
2. Submit any plans for taking vacation prior to the effective date of resignation to the Division Director for approval. All unused vacation days up to the maximum accrual will be paid per UAB and/or HSF policy at the termination of employment.
3. The Division Administrator will give the departing Faculty member a Faculty Data Form (FDF) to review and sign.
4. All equipment, furniture and supplies purchased using UAB monies, grant monies or HSF funds are the property of UAB or HSF. Transfer of equipment purchased with NIH grant funds, must be requested in writing using the appropriate UAB or HSF Equipment Accounting Form.
5. When appropriate, faculty members and/or Division Administrators should contact the Department of Medicine and/or the Office of Grants and Contracts Administration regarding procedures for transferring active externally funded grants and contracts to other institutions.
6. Laboratory notebooks, medical records and clinical research records that contain Protected Health Information (PHI) are UAB property. A record shall not be removed from the premises except on subpoena or court order.
7. Intellectual property should be disclosed as per University policy.
8. Where laboratories are involved, division administrators should contact: 1) the Radiation Safety Officer to remove radioisotopes and survey for radiocontamination; 2) the Chemical Safety Officer to dispose of chemicals; and 3) the Biological Safety Officer to survey and decontaminate as required.

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9. All funds in University or HSF accounts belong to those institutions. The accounting department should be notified and informed of the impending change of status when a departing faculty member is the responsible party on any accounts. Administrators should determine whether the departing faculty member is the custodian of a petty cash fund and, if so, ensure that it is closed and reconciled.
10. Faculty physicians and their division administrators should take appropriate actions to ensure the orderly re-assignment of patients to other UAB faculty physicians.
11. Patient records are the property of the hospital and the HSF. These records must remain at UAB.
12. Complete and submit all outstanding vacation/sick leave reports to the appropriate division administrator so that the final paycheck and unused vacation pay can be processed.
13. Return all building keys, cardkeys, UAB and/or HSF ID badges, pagers, portable dictating equipment, other equipment or computers located in the personal residence, cellular telephones etc to the division or department administrator.
14. Return parking materials (hang tags & access cards) and notify Transportation services of the termination of employment.
15. If possible, faculty members should arrange for an exit interview with Personnel (UAB, HSF and/or VA as required) in order to ensure appropriate disposition of employee benefits.
16. Each Division Administrator is responsible for completing the "Faculty Departures from DOM" form and submitting this information to the Chairman's Office. This form can be accessed at [www.dom.uab.edu/departures](http://www.dom.uab.edu/departures).

RESPONSIBILITY: Division Director/Division Administrators

SIGNED BY:

Seth Landefeld, MD  
Professor and Chair  
Department of Medicine  
Spencer Chair in Medical Science Leadership

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