Information for Departing Faculty

1. **Furniture and Computers:** All capital equipment including furniture, computers, laptops, printers etc remain the property of Northwestern University, and should be left in the office. This is irrespective of whether they were purchased with Departmental funds, discretionary funds or grant money. We can arrange a sale to the institution you are moving to of any computing equipment based on the University's depreciation schedule based on the original purchase price and the time since purchase:
   - 12 months        less 30%
   - 24 months        less 50%
   - 36 months        less 65%
   - 48 months        less 80%
   - 60 months        nominal $5 price to purchase
   We can interpolate between these figures based on original purchase date and the date your appointment ends. If you wish to arrange a purchase, please inform the Business Administrator. The institution you are moving to will have to write a check payable to “Northwestern University,” and they will be given a [Bill of Sale](#) transferring ownership.

2. **Old Exams:** University rules require that final exams (not midterms or problem sets) are retained for 12 months unless they are returned to students. If you have any such final exams from the past 12 months, pack them up tightly in a photocopy paper box, and mark on the end the course(s) and quarter(s). Inform the main office so that we can place them in store. They will be shredded the following summer.

3. **Forwarding Information:** Please inform our front office staff of a forwarding postal service address and an e-mail address, so that they can take care of any mail that comes here.

4. **Moving Date:** As soon as you know the date that you will be moving, please inform the Business Administrator and the Associate Chair so that they can coordinate with the janitorial and painting staff.

5. **Keys:** If you leave during regular business hours, leave your keys with the main office. If you leave at other times, leave your keys on your desk.

6. **Personal Website:** We suggest that download all files onto a flash drive or other storage device, as you will lose editing privileges as soon as your NetID expires (42 days after your appointment ends). You can either put in place an automatic redirect to your new personal website at your new institution yourself, or tell the Business Administrator your new URL so that IT people can do it.

Good bye, good luck, and come back to visit with us often.