



POLICY

Office Transitions

Department of Curriculum & Instruction

When the term of appointment in the Department is ended the member is required to vacate the assigned office within 7 days of the end of the appointment. Any other arrangement for office transition must be approved by the Chair.

Neither the Department nor the Faculty has space to store material. Advance planning and preparation is essential.

All papers, files and books are to be removed from the office.

All confidential files are to be shredded. Large amounts of material should be boxed and labeled CONFIDENTIAL and the Chair's Office will arrange for pick-up and secure disposal. Arrange to use the department shredder for smaller amounts of material.

Books can be donated to charitable organizations; contact the Chair's Office. Books are not to be left stacked in the hallways or other public areas. Journals must be recycled in recycle totes.

All furniture that is not the personal possession of the member is to be left in the office.