

Research Faculty Offboarding Information

Please complete our [Research Faculty Offboarding Survey](#) to help communicate your status and wrap-up of projects, records, or space with the relevant stakeholders.

The [Offboarding Checklist](#) for Departing Research Faculty provides helpful reminders for closing out research programs.

Important information on access by status:

Faculty who are leaving the institution and who may request to transition to a new status should be aware of the differences between the following. Contact the [Office of Research](#) for specific cases as it relates to research access.

- **Adjunct:** Per the Faculty Handbook, Adjunct faculty consists of individuals whose primary affiliation is outside of MCW, but who participate in the missions of MCW on a less than half time basis. Departments are responsible for following the appropriate steps to request adjunct status through Faculty Affairs. Adjunct faculty can be paid or unpaid:
 - Adjunct faculty who are unpaid are considered **Volunteer** faculty. Volunteer faculty can maintain access to MCW email, parking, Library services, and an MCW ID badge.
 - Adjunct faculty who are paid are considered employees. **Employee** Adjunct faculty can maintain access to MCW email, parking, Library services, and an MCW ID badge, and also have a network ID/MCW credentials, allowing them to access MCW systems that utilize the Single Sign On (SSO) login, shared drives, and eBridge.
- **Emeritus:** Designation as Emeritus is an honor for retired faculty. This must be requested and appointed by the Board of Trustees. Emeritus appointments can be paid (Employee) or unpaid (Volunteer). Departments are responsible for following the appropriate steps to request Emeritus status through Faculty Affairs. Emeritus faculty who are considered employees can maintain access to MCW email, parking, Library services, and an MCW ID badge, and also have a network ID/MCW credentials, allowing them to access MCW systems that utilize the Single Sign On (SSO) login, shared drives, and eBridge.
- **Retired:** Faculty can retire without Emeritus status and still be permitted access to their MCW email, parking, and Library services.
- **Separation of Employment/Notice of Non-Renewal:** Faculty who are separated from employment lose access to all MCW drives and systems including eBridge. The network ID (MCW login credentials) are no longer active after the end date. Note: It may take weeks for a terminated employee to be removed from the active directory and Outlook global address list. The termination action (ePASS) is submitted by the department.

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Note regarding Part-Time faculty: Per the Faculty Handbook, Part-time faculty members consist of individuals who contribute to the mission of MCW through employment with MCW and who hold faculty appointments of less than half time. This nomenclature typically applies to clinicians who do not have a primary affiliation outside of MCW. All Adjunct faculty roles are part-time with regard to effort and are distinguished by having a primary affiliation outside of MCW. Emeritus roles are part-time with regard to effort and are distinguished by retirement status.

Note regarding PI Status: Investigators who are leaving the institution may be able to maintain PI status in rare and limited circumstances. See [PI Eligibility Policy](#) for details or contact the [Office of Research](#) for specific cases.

Funding Proposals should be transferred to another PI when the original investigator is no longer eligible, or transferred to the PI's new institution. In very rare cases, individuals who are not automatically eligible can be given permission by GCO to serve as PI on a funding proposal. Requests can be made using the [Principal Investigator Eligibility Request form](#).

STATUS:	Email, Parking, Library	ID Badge	Credentials (SSO systems & shared drives)	eBridge Access	eBridge PI Status: PROs, AUAs, IBCs	eBridge PI Status: FPs
Adjunct – employee	X	X	X	X	Must request	Must request
Adjunct – volunteer	X	X				
Emeritus – employee	X	X	X	X	X	Must request
Emeritus – volunteer*	X	X				
Retired*	optional	optional				
Separation of Employment						

*Retiring faculty and staff can request continued access to the following services:

- MCW email address (will be required to follow the [retiree email guidelines](#))
- MCW Library services
- General MCW access and secured parking (active for 1 year)
- InfoScope
- MCW Retiree email distribution list

To request continued access, the Academic Unit must note the access required in the comments section of the ePASS termination form. Consult with your Department Administrator on such requests.