Leaving FAU? What I need to know (Faculty/Staff)

Jeff Clark - 2025-09-11 - COM Policies

Leaving FAU? Here's what you need to know:

EMAIL:

- Your email will be terminated as of 5pm of your last official day of employment*. Anyone that emails your email account following your last day will receive a bounce back message that your email address is no longer valid.
- Due to FAU policy and Florida law, @health email account holders are not permitted to take any emails with them upon separation from the college or university. (The only exception is users transferring to another HIPAA covered entity such as the College of Nursing within FAU)

ONEDRIVE:

- You OneDrive account will terminate as of 5pm on your last official day.
    - This means that anyone you have shared file access with will no longer be able to access those files.

SHAREPOINT:

- Any files/folders that you have put into SharePoint will continue to exist. Only those who were previously granted access to those files/folders will continue to have access.
    - Work with COM IT to grant any additional users access to files before your termination date to ensure continuity of access.

YOUR DEVICES:

- All FAU/COM issued devices must be turned into COM IT on your last physical day on campus.
- All devices will be securely wiped and data restoration will not be possible.
- You are not permitted to take any FAU hardware, software, or software licenses with you when leaving.

ACTION ITEMS:

Prior to your last day of employment, you should complete the following:

- **EMAIL:**
    - Notify anyone who corresponds with you via your FAU email to use a personal email address
    - Forward any important emails to your supervisor or appropriate colleagues
    - Cancel any Recurring Zoom/Teams meetings you have scheduled

- **ONEDRIVE:**
    - Ensure that any files you have shared with colleagues have either been copied to their OneDrive or copied to a SharePoint
    - Copy any important documents that may be needed later to a departmental SharePoint**

- **YOUR FAU DEVICES**
    - Copy any important documents that maybe needed later to a departmental SharePoint or send/share with an appropriate colleague or supervisor.
    - Copy off any **personal** items (pictures, files, etc.) to a personal external device or cloud storage service.
    - For mobile devices, please work with COM IT to remove any related passwords and to wipe the device prior to your last day on campus.

NOTICE: Work related files and programs that are on your devices are property of FAU and cannot be copied to personal devices or personal cloud storage. Doing so may make you legally responsible should you have a data breach on your person device or personal cloud storage service.

**Certain retired Faculty are able to request to keep their email accounts. This request must be completed simultaneously with your request to retire. Contact COM Faculty & Staff affairs for more details.*

*** IF you are unsure if your department has a SharePoint, please contact COM IT*