PSYCHOLOGY DEPARTMENT

I have my PhD and am leaving UIC Psychology. Now what do I do?

1. **Keys**. Return all keys to **Tikia Travis in 1060**.

2. **Office**. Remove all personal items from your office.

3. **Course Materials**. Exams, papers, quizzes, etc. that are in your possession as a past teaching assistant or instructor should not be left in the office.
   a. If two years old or greater, **contact Karla Ruiz in 1067** to have materials shredded.
   b. If less than 2 years and you were the <u>instructor</u>, bring to Karla Ruiz in 1067 for storage.
   c. If less than 2 years and you were the <u>teaching assistant</u>, bring to the instructor of the course.

4. **Informed Consent Forms**. Communicate with your research advisor about storing any paper informed consent forms from your research; these must be kept **3 years** after the completion of research. Older paper consent forms should be shredded (**see Karla Ruiz in 1067**).

5. **IRB protocols**. Make sure all current IRB protocols for which you are the PI are closed or transferred. Please let the PI know to remove you as key personnel on any IRBs (submit an amended Appendix P).

6. **Data**. Communicate with your research advisor about any data is that you collected during your time at UIC; all parties involved in the research should have access to data and scripts.

7. **Financial Accounts**. Make sure all financial accounts are closed prior to leaving UIC, i.e. program advances. **Please see Jennifer Vaisnoras in 1066C to finalize.**

8. **Email address**. Please provide a non-UIC email address to the **DGS and Karla Ruiz** so we can contact you as an alumni.

9. **Listservs and Directories**. Send notification of your graduation to IT@psch.uic.edu so you can be removed from the various psychology directories.

10. **Legacy**: Sign the PhD Pillar in 1009 and stay in contact!

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