When staff members leave

Instructions for staff members leaving Brandeis.

Courtesy Appointments

If you are going to collaborate with Brandeis and will need access to services or to the buildings after you leave, ask Brandeis faculty collaborator to sponsor a courtesy appointment for you, they should email sciPersonnel at brandeis.edu with details.

Keeping Brandeis IT services

e-mail

- Current policy is that a Brandeis-associated gmail account should stay open indefinitely for anyone who was ever a student or postdoc. No action should be required to keep your account if you fall in that category.
- Staff members who were never students normally have their accounts terminated 2 weeks after the last day of employment. If there is a reason to keep the account open longer, a current Brandeis employee should request that the account be extended.
  - Extensions for fixed periods up to a year are normally granted if there is a clear rationale for why the account needs to stay open.
  - Email idm at brandeis.edu with requests.

library access

Expect to lose access to Brandeis library resources. You will need a courtesy appointment to request continued access. Fill out the library access request form. Give a clear and compelling rationale for why access is required.

VPN and shell server access

Expect to lose access to the Brandeis VPN and to the Brandeis shell servers. To request an extension, email idm@brandeis.edu specifying which service(s) you need, and attach a courtesy appointment letter. Extensions will match the term of the courtesy appointment, up to one year.

Data

Laboratory notebooks and data belong to the university and should be left in the care of the lab PI.

- Discuss with your advisor what copies of data you are allowed to take with you when you leave.
- Discuss with your advisor what the lab's policies are with respect to continuing access to lab fileservers.

Mailing Lists

- the easiest way to unsubscribe is by visiting https://lists.brandeis.edu/