

## 01.ORG.08

### **College Abandoned Property (Faculty)**

(Approved by COB Faculty December 6, 2018)

#### Summary:

This college policy expands on university rule *21.99.04.C1, Disposition of Abandoned and Unclaimed Personal Property* to outline the process of handling personal belongings left behind by a faculty member upon a separation from employment at the university.

#### Process:

1. Collection of the abandoned personal property
  - 1.1. The department chair will notify the Office of the Dean and the University Center that the former faculty member left personal property behind.
  - 1.2. The department chair will appoint at least two (2) individuals (faculty or staff) from the department to box up the abandoned property, create a log of the property, and transfer the property to the University Center for storage until the property can be disposed of according to section 2 of this document.
    - 1.2.1. The department chair may appoint individuals from another department if necessary to ensure that at least two (2) people perform this task.
    - 1.2.2. If college or department staff are available for this task, the department chair may request their assistance.
  - 1.3. The department chair will attempt to contact the former faculty member or authorized designee within ten (10) business days to pick up the property.
  - 1.4. The former faculty member or authorized designee will be given ten (10) business days from initial contact with the department chair to make arrangements to pick up the personal property from the University Center.
2. Disposition of the abandoned property
  - 2.1. If the attempt to contact the former faculty member is successful and arrangements have been made for retrieval of the property within the allotted timeframe:
    - (a) The former faculty member or authorized designee may pick up the property during the University Center's normal business hours; and
    - (b) The University Center must notify the Office of the Dean that the property has been picked up by the former employee or authorized designee.

- 2.1.1. At the department's discretion, it may ship the property to the former faculty member or authorized designee at either the department's or faculty member's/authorized designee's expense.
- 2.2. If the attempt to contact the former faculty member or authorized designee is unsuccessful after the allotted timeframe, the University Center will dispose of the property in accordance with university rule *21.99.04.C1, Disposition of Abandoned and Unclaimed Personal Property*.