



## University Center/Institute Closing Checklist

This checklist is for use by deans, department chairs and center/institute directors when closing a Clemson University Center or Institutes. This checklist references timeframes and procedures related to planning, announcing and implementing a closing and should be used in conjunction with Clemson's [University Center/Institute Closing Guidance](#).

Note: No closing should be announced or implemented prior to completing steps 1 through 6 below.

### Step 1—Document the situation ([University Center/Institute Closing Approval form—Part 1](#))

- Once the need to close a University center or institute has been determined, document the anticipated impact of the closing on Part 1 of the University Center/Institute Closing Approval form. Part 1 establishes the scope and impact of a closing, and the information therein is for planning purposes only. (Part 1 is submitted to the Chief Human Resources Officer (CHRO) for approval to move forward with planning the closing.) The required items are listed below:
  - Name of center/institute
  - Rationale—need for closing
  - Background—details specific to the closing
  - Anticipated closing date
  - Projected notice period—number of days between announcement and closing
  - Anticipated challenges
  - Anticipated impact of closing on customers (internal and external)
  - Position openings (current and upcoming) within the college/division
  - Consideration of a voluntary incentive program
  - Number of employees affected by the closing
  - Information on affected employees:
    - Position Type
    - Name of employee
    - Position Title
    - Employee ID
    - Years of service

### Step 2—Obtain Part 1 approvals ([University Center/Institute Closing Approval form](#)):

- Part 1 approvals: Signatures certify that the approvers have reviewed the closing information and approve closing the center/institute pending development of a closing plan. (Part II of the form is used to obtain approval to implement the closing.)



- Director of the center/institute
- Dean who oversees the center/institute (for academic center/institutes)
- Vice President

**Step 3—Report Impending Closure to the CHRO & Submit the Closing Approval Form:**

- OHR requests that departments communicate closings through the vice president or dean to the Chief Human Resources Officer (CHRO) as soon as is practicable following the decision to close. At this time, the VP/dean should be prepared to submit Part 1 of the closing approval form. The CHRO will use the information therein to help determine if any further action need be taken prior to developing a closing plan.

**Step 4—Meet with OHR to assess the closing impact:**

- An OHR representative will initiate an informational meeting with the department chair/director to discuss the closing and explore available closing options.

**Step 5—Establish a Closing Plan:**

- In coordination with OHR, use the available closing options and support resources to establish a closing plan that meets the needs of the department and the employees affected by the closing.
  - Consider implementing a voluntary incentive program
  - Prepare a communication plan (verbal and written notice) that includes:
    - The reason for the closing
    - The effective date
    - Contacts and resources within OHR for information and assistance

**Step 6—Secure Final Closing Approval (University Center/Institute Closing Approval form—Part 2)**

- Before a closing is announced or implemented—including notification of affected employees—final VP and CHRO approval of the closing is required. Part 2 of the closing approval form should outline the closing plan and document approval to communicate and implement the closing as planned.
  - Complete the Closing Approval Form—Part 2 (Sections I & II)**
    - Name of center/institute
    - Closing date
    - Verbal notice date of delivery
    - Written notice date of delivery (include a copy of the written notice)
    - Voluntary Incentive Programs (RIP and/or VSP)
    - Number of CU employees affected by the closing
    - Affected employee/position information



- Obtain Part 2 Approval (section III)**  
Approvals include 1) the vice president and 2) the dean or, for non-academic closings, the director of the center/institute. Signatures certify that these individuals have reviewed the final closing plan for the center/institute and approve the closing as planned.
- CHRO Approval (section III)**  
Submit the completed form to the CHRO to determine if any further action is needed prior to proceeding with the closing as planned. Do not proceed until CHRO has approved the closing plan.

#### **Step 7—Implement Closing**

- Before a center/institute closes, the dean, department chair or director should meet with affected employees to notify them in person of the closing. OHR highly recommends including a representative from its Performance and Learning unit (Employee Relations team) in the employee notification meeting(s).
- Employee Notification—In person meeting with affected employees**
- Employee Notification—Written**

Once notification occurs, OHR meets with affected employees to discuss available resources and offer job search assistance.

#### **Step 8—End of Employment**

- The employment relationship ends either on the last day of the notification period or as a result of the employee otherwise separating from employment or accepting another position with the University, whichever occurs first.