**First Questions:**

1. Who else knows?
2. Can you write the transition memo?
3. What is the effective date and time?

**First Principles:**

1. Hold your head high! You accomplished some great things you can be proud of.
2. Be cautiously open with relationships, programs, documents, etc., you have no idea who or what you’re going to need or who is really behind the decision.
3. Trust no one.

**First Actions:**

1. Create a transition file to graciously assist your predecessor.
2. For your own records, copy anything that you might need later to resolve a complaint.
3. Communicate directly, thanking your supporters and mentors.
4. Stay off social media.
5. Use any administrative leave offered. Do not use vacation/personal leave that would otherwise have to be cashed out.

**Negotiation Points:**

1. Is your disciplinary home the best fit right now? Would an interdisciplinary program like Honors or First-Year Seminar be a better transition?
2. What is your national presence as a leader? Do you need or want to maintain those roles on boards or organizations?
3. What travel is scheduled? If you are not able to go, make sure your institution covers those costs.
4. How long have you been away from your scholarship? Are research/start-up funds appropriate? Are you in a discipline that needs lab or studio space?
5. Do you want the comfort of your current computer(s)?
6. Is there program/assessment data you were working on that could be a future publication?
7. What professional development funds will carry over or be provided on the other end?
8. Would a semester (or even a year) of educational leave give you time to re-acquaint with your discipline and scholarship?
9. Were you accruing time towards a sabbatical? Is now that time? (*see educational leave*)
10. Do you need help physically relocating on campus?
11. Will you need graduate faculty status?
12. Per policy, some institutions don’t allow 9-month faculty to be paid out over 12 months (often just in year 1). Will this apply to you? Can your family afford those transition costs?

**In Your New Home:**

1. Respect the chain of command; don’t rely on former relationships.
2. Meet with your immediate supervisor as soon as possible and establish all processes that solidify your new role (e.g., allocation of effort statements, contracts, reviews, etc.)
3. Get to know your new colleagues.
4. Move in, get a t-shirt, nametag and be present.
5. Maintain healthy boundaries between your new home and old role. You wish them well but it’s their problem now. Focus on your new opportunities and challenges.