

TO: **Human Resources Office**
FROM:
DATE:



Faculty Exit Checklist

Before leaving campus, please take care of the following and secure the signature of the appropriate persons as indicated:

1. Submit the following items to your department chairperson:

- a. Course Outlines/Syllabi
- b. Desk copies of textbooks belonging to the Dept
- c. Advisee folders and records
- d. Instructions about any "I" grades pending
- e. Keys to files, etc.
- f. Computer Equipment and software
- g. Any other materials belonging to the Dept.

Department Chairperson

2. Return all books, materials, etc. to the Library

Librarian

3. Submit all grades to the Office of Registrar

- a. Class Record (Grade Books)

Registrar

4. Complete necessary forms at the Payroll Office

Payroll

5. Submit Purchasing Card to the Business Office

P-Card Coordinator

6. Return any checkout items and verify that computer access and email have been closed.

IT Director

7. Fulfill financial commitments owed to the College

- a. Rent, parking tickets, etc.

Cashier

8. Submit this form to the Office of Academic Affairs after the above listed items have been completed.

Vice President for Academic Affairs

Forwarding Address:

Phone:

Email Address:
