



**TO:**

**FROM:**

**DATE:**

**SUBJECT: Faculty members leaving our staff**

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. Class Record (Grade Books)
- b. Course Outlines
- c. Desk copies of textbooks belonging to the Department
- d. Advisee folders and records
- e. Instructions about any "I" grades pending
- f. Keys to files, etc.
- g. Computer Equipment and software
- h. Any other materials belonging to the Department

\_\_\_\_\_  
Department Chairperson

2. Return keys to buildings, offices, and grounds

\_\_\_\_\_  
Director of Physical Plant

3. Return all books, materials, etc. to the  
College Library/Office of Instructional Technology

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
Instructional Technology

4. Submit all grades, etc., to the Office of Registrar.

\_\_\_\_\_  
Associate Registrar

5. Complete necessary forms at the Payroll Office.

\_\_\_\_\_  
Payroll Accountant

6. Submit credit cards, etc. to the Business Office.

\_\_\_\_\_  
Executive Vice President

7. Arrangements made concerning your e-mail account.

\_\_\_\_\_  
Chief Technology Officer

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

\_\_\_\_\_  
Provost and Senior Vice President

9. Inquire about any amount owed to the college:

- a. Rent
- b. Parking Tickets
- c. Other financial commitments

\_\_\_\_\_  
Cashier

Forwarding Address:

Street

City

State

Zip

Phone