



GLENVILLE STATE COLLEGE

TO: Milan C. Vavrek, Vice President for Academic Affairs

FROM: _____

DATE: _____

SUBJECT: Faculty member 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/Syllabi
 - c. Desk copies of textbooks belonging to Dept.
 - 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 Dept.

Department Chairperson

2. Return keys to offices and buildings to the Physical Plant.

Physical Plant Director

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

Librarian

4. Submit all grades to the Office of Registrar.

Registrar

5. Complete necessary forms at the Payroll Office.

Assistant Accountant

6. Submit credit cards to the Business Office.

Executive Vice President

7. Return any checked out items and verify that computer access and e-mail have been closed.

Information Systems Manager

8. Fulfill financial commitments owed to the College (rent, parking tickets).

Cashier

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

Vice President for Academic Affairs

Forwarding Address:

Phone () _____