

TO: **Vice President for Academic Affairs**

FROM:

DATE:



Faculty Exit Checklist

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

- | | |
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| <ol style="list-style-type: none"> 1. Submit the following items to your department chairperson: <ol style="list-style-type: none"> a. Class Record (Grade Books) b. Course Outlines/Syllabi c. Desk copies of textbooks belonging to the Dept. d. Advisee folders and records | <ol style="list-style-type: none"> 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. |
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Department Chairperson

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

Payroll

6. Submit Purchasing Card to the Business Office

P-Card Coordinator

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

IT Director

8. Fulfill financial commitments owed to the College

- a. Rent, parking tickets, etc.

Cashier

9. 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:

