

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: III:01:16 DATE: August 25, 1979

SUPERSEDES POLICY NO.: _____ DATED: _____

SUBJECT: Clearance Procedures for Academic PersonnelAPPROVED: Robert O. Riggs, President *Robert O. Riggs*General

The clearance procedure is designed to protect Austin Peay State University from losses associated with employee termination or resignation and to assure employees of clearance. All faculty must complete the procedure prior to termination.

Responsibilities and Authority

The deans/directors reporting to the Vice President for Academic Affairs will verify and authorize the release of all departing academic personnel who have resigned, been granted leaves of absence, or have been terminated in their respective division.

Procedure

- A. It shall be the responsibility of the dean/director to verify clearance with the appropriate offices and to certify that each employee has accounted for all University-owned property; has surrendered keys, identification cards, and class record books; and has no outstanding financial obligations. Deans/directors have further responsibility for forwarding keys to the Department of Public Safety. At the discretion of the dean/director, persons given leaves of absence may not be required to surrender keys and identification cards.
- B. The details of clearance findings will be documented and recorded in the appropriate space of the clearance form (PPM Form III:01:16:a). The dean/director shall ensure that the employee satisfies each of the requirements before verifying complete clearance.
- C. The dean/director shall notify the Business Office that clearance has been completed. Failure to complete the clearance requirements may cause a delay in the receipt of final salary payment and/or the refund of contributions to the State Retirement System until obligations have been cleared.

AUSTIN PEAY STATE UNIVERSITY
Clearance Form - Academic Division

NOTE: In order for University records to be cleared and final pay checks to be issued, it is necessary for appropriate clearances to be obtained by faculty members (or other academic personnel) who will not be returning to Austin Peay State University. Please clear with the appropriate offices the following:

Name of Employee: _____

_____ Roll book (or official class record) has been turned in to departmental office.

_____ Record of Incomplete grades and written specifications for course completion are on file in the departmental office.

_____ All keys to University buildings, offices, or equipment storage rooms have been turned in to the dean/director. (Note: Keys are to be forwarded to the Department of Public Safety by the dean/director.)

_____ All Library materials have been returned.

_____ Traffic records are clear.

_____ Business Office records are clear.

_____ Bookstore accounts are clear.

_____ ID card has been turned in to the appropriate Dean/Director's office.

FORWARDING ADDRESS: _____

Department Chairperson's Signature: _____

Dean/Director Signature: _____

This form should be completed and returned to the appropriate Dean/Director prior to leaving the campus at the end of the employment period.