


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:016	Supersedes Policy Number: III:01:16
Date: August 1, 1986	Dated: January 13, 1983
Subject: Clearance Procedures for Academic Personnel	
Initiating Authority: Vice President for Academic Affairs	SBR Policy/Guideline Reference:
Approved:  President	

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 and instructional graduate assistants must complete the procedure prior to termination.

Responsibilities and Authority

The dean/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 card, class record books, and Faculty Handbook; and has no outstanding financial obligations. Building security coordinators are responsible 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 5:016: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

Name of Employee: _____

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:

_____ Roll book (or official class record) and Faculty Handbook have 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 building security coordinator.

(Note: Keys are to be forwarded to the Department of Public safety by the building security coordinator.)

_____ 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.

_____ American Express credit card has been submitted to the Personnel Office.

FORWARDING ADDRESS: _____

Department Chairperson Signature:

Dean/Director Signature: _____