

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:016	Supersedes Policy Number: 5:016
Date: April 26, 2006	Dated: August 1, 1986
Subject: Clearance Procedures for Academic Personnel	Mandatory Review Date: April 26, 2011
Initiating Authority: Provost	TBR Policy/Guideline Reference:
Approved:	President: signature on file

General

The clearance procedure is designed to protect Austin Peay State University from losses associated with employee termination, retirement, 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 Provost 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 and has surrendered keys, identification card, class record books, all electronic records and files related to university business, university-owned art work, 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 Attachment 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 paychecks 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 and Grade books (or official class record) and Faculty Handbook have been turned in to departmental office.
- All electronic files and records related to University business have been returned to the departmental office. (Note: Emeritus faculty and administrators have the right to use a central office with a computer and printer. See APSU Policy 5:009.)
- 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 University-owned artwork has been returned to the Art Gallery 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.
- University credit card has been submitted to the Purchasing Office.
- Information Technology has been notified to deactivate the university e-mail account. (Exception: All emeritus faculty and administrators have the right to an e-mail address in the university system. See APSU Policy 5:009).

FORWARDING ADDRESS:

Department Chairperson Signature: _____

Dean/Director Signature: _____