

# FACULTY CHECK-OUT FORM

A faculty member terminating employment with the University must clear all financial obligations to the University and return all University property **PRIOR TO RECEIPT OF THE FINAL PAYROLL CHECK.**

**NOTE:** This form is to be used for all continuing faculty who are leaving the University and for all faculty on term appointments if the appointments have not been renewed prior to the end of the last pay period. This form should **not** be used for graduate assistants.

**Name:** \_\_\_\_\_ **Southeast ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Last Day of Employment:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**DEPARTMENT CHAIRPERSON** is permitted to verify the faculty member's clearance with the units listed below, except for (A), (D), and (H). **Verifications may be completed by telephone.** NOTE: If the terminating faculty member is a chairperson, the college dean should make the appropriate verifications and sign in place of the chairperson.

**FACULTY MEMBER** must visit in-person: (A) Facilities Management, (D) Accounts Payable, and (H) Human Resources.

- (A) **FACILITIES MANAGEMENT** (*Keys, Uniforms*) \_\_\_\_\_  
Facilities Mgmt. Service Center, 610 Washington Ave., Ext: 2331
- (B) **KENT LIBRARY** (*Borrowed materials, books, etc.*) \_\_\_\_\_  
Kent Library, Circulation Department, Ext: 7308
- (C) **TEXTBOOK SERVICES** (*Borrowed Textbooks*) \_\_\_\_\_  
Kent Library, Room 123, Ext: 2236
- (D) **ACCOUNTS PAYABLE** (*Chrome River/Purchasing Card*) \_\_\_\_\_  
Academic Hall 200, Ext: 2848
- (E) **STUDENT FINANCIAL SERVICES** (*Outstanding Debts*) \_\_\_\_\_  
Academic Hall 019, Ext: 2253
- (F) **OFFICE OF THE DEAN** (Department-related keys, audio-visual materials, and non-departmental equipment) \_\_\_\_\_
- (G) **DEPARTMENT CHAIRPERSON** (*Student advising folders and all other university-owned supplied books and equipment*) \_\_\_\_\_
- (H) **HUMAN RESOURCES** (*see items below*) \_\_\_\_\_  
Academic Hall 012, Ext: 2206

<b>Retiring from the University?</b>	<b>YES</b>	<b>NO</b>	<b>If NO, Parking Tag:</b>	<b>Employee ID:</b>
<b>Fee Waiver application (prior 6 months)?</b>	<b>YES</b>	<b>NO</b>		
<b>University-Provided Vehicle?</b>	<b>YES</b>	<b>NO</b>		
<b>Exit Interview Survey Completed?</b>	<b>YES</b>	<b>NO</b>		

The Exit Interview Survey can be accessed at: [https://semohr.az1.qualtrics.com/jfe/form/SV\\_bNlxPXTyon3P6AZ](https://semohr.az1.qualtrics.com/jfe/form/SV_bNlxPXTyon3P6AZ)

You may also access the survey from the link on the Human Resources Page >> Human Resources Forms >> Separation >> Exit Interview Questionnaire (Online Form), or you may contact Human Resources at 651-2206.