



# Faculty Exit Checklist

**Human Resources Department**

**P.O Box 1000**

**Institute, WV 25112**

**Phone: 304-766-3156**

**Fax: 304-766-4156**

Before leaving campus, please take care of the following tasks and secure the signature of the appropriate authorized person as indicated. If any item does not apply to the position, indicate as N/A or Not Applicable.

<b>Employee Name:</b>	Click or tap here to enter text.	
<b>Termination Date:</b>	Click or tap here to enter text.	
	<b>Task</b>	<b>Authorized Signature</b>
	Submit the following items to your department chairperson: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Retirement/Resignation stating last date worked Submitted to Supervisor, Academic Affairs and HR</li> <li><input type="checkbox"/> Course Outlines/Syllabi</li> <li><input type="checkbox"/> Desk copies of textbooks belonging to the Department</li> <li><input type="checkbox"/> Advisee folders and records</li> <li><input type="checkbox"/> Instructions about any "I" grades pending</li> <li><input type="checkbox"/> Keys to files, office doors, etc.</li> <li><input type="checkbox"/> Computer and other equipment belonging to the University, Access to MyState</li> <li><input type="checkbox"/> Return any other materials belonging to the Department</li> <li><input type="checkbox"/> Inventory List (Anyone involved with Hazardous Materials)</li> <li><input type="checkbox"/> Submit Receipts, Travel Reimbursement, etc.</li> <li><input type="checkbox"/> Identify any active Licenses (Adobe, SignNow, etc.) to be canceled/reassigned by IT</li> </ul>	<u><b>Department Chairperson</b></u>  <b>Signature:</b> _____  <b>Date:</b> _____
	<input type="checkbox"/> Submit all Online course materials	<u><b>COL Staff</b></u>  <b>Signature:</b> _____  <b>Date:</b> _____
	Submit all grades to the Office of Registrar <ul style="list-style-type: none"> <li><input type="checkbox"/> Class Record (Grade Books)</li> </ul>	<u><b>Registrar</b></u>  <b>Signature:</b> _____  <b>Date:</b> _____
	Complete Exit Procedures: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Retirement/Resignation Received stating last date worked</li> </ul>	<u><b>Human Resources</b></u>  <b>Signature:</b> _____  <b>Date:</b> _____

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<p>Fulfill financial commitments owed to the University</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parking tickets/permits, any other miscellaneous or outstanding fees etc.</li> </ul>	<p><b><u>Office of Student Accounts</u></b></p> <p>Signature: _____</p> <p>Date: _____</p>
<p>Employee Housing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect any unpaid Rent</li> </ul>	<p><b><u>Housing Coordinator</u></b></p> <p>Signature: _____</p> <p>Date: _____</p>
<p>Submit this form to the office of Academic Affairs after the above listed items have been completed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Exit Interview</li> <li><input type="checkbox"/> Return completed checklist to Academic Affairs</li> </ul>	<p><b><u>Academic Affairs</u></b></p> <p>Signature: _____</p> <p>Date: _____</p>

## Use of University Email After Retirement

Retirees who are permitted to retain access to their University email account are strictly prohibited from representing themselves as an employee, agent, or official representative of West Virginia State University after their effective retirement date. Continued access to a University email account does not indicate or grant any employment status, authority, or official affiliation beyond that of a retiree.

All retirees must update their email signature prior to their separation date to clearly reflect their retired status (e.g., "Retired Faculty" or "Professor Emeritus," if applicable) and must remove any titles, roles, or language that could imply current employment or authority.

To ensure continuity of operations, retirees may elect to have their University email account forwarded to a designated University employee or their supervisor. Arrangements for email forwarding must be coordinated with the Information Technology Office prior to separation.

Failure to comply with these requirements may result in revocation of email access and/or additional administrative action as deemed appropriate by the University.

### Update Contact information

Forwarding Address:

Phone Number:

Email Address:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_