

**Title:** Instructional, Administrative and Professional Faculty Clearance Policy and Procedures

**Effective Date:** December 1, 2006

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**Responsible Office:** Provost's Office

**1. PURPOSE** To ensure that any full-time or part-time instructional, administrative, or professional faculty member, including post-doctoral fellows, terminating his or her employment with The College of William and Mary has satisfied any obligations to the College and has the information and assistance necessary to facilitate a smooth transition.

**2. POLICY STATEMENT** It is the policy of the College of William and Mary that a faculty member who terminates his or her employment with the College will return all property, pay all fees and fines, and/or complete all assignments due the College prior to departure. Faculty will verify that all obligations have been met by completing a Clearance Form (Attachment A). Faculty who retire from the College as Emeriti have a continuing connection to the College and will be permitted to retain their College ID card, E-mail account, library privileges, and parking privileges (contingent on clearing any unpaid fines). They may, with the knowledge and consent of the chair of their home department or dean, retain a key to appropriate working areas of the Department or School and may, for mutually agreed-upon professional reasons, continue to have photocopying, stationary, mail, and other privileges. Such privileges are subject to periodic review by the chair or dean based on availability of unit resources for faculty, staff, and students.

**3. PROCEDURES** Tenure-eligible, tenured, or specified term faculty serving for at least one academic year shall be informed in writing at least several months in advance of his or her termination date of the requirement to observe this clearance policy. Responsibility for conveying this information lies with the faculty member's chair, program director, or dean or immediate supervisor in the case of administrative and professional faculty. Part-time or semester-only faculty shall be provided this policy at the time of employment.

The faculty member should then obtain a Clearance Form from his or her department chair, program director, or dean or from the Office of the Provost website <http://www.wm.edu/provost/policies.php>. The faculty member is responsible for obtaining the signatures and submitting the completed form to the Office of the Provost prior to his or her departure. Faculty members with joint appointments or having faculty privileges in more than one department, program, or school must obtain clearance from all units as appropriate.

If a faculty member leaves the College without completing the Clearance Form, the Office of the Provost will take appropriate action, which might include withholding a portion or all of the faculty member's final paycheck at issue or, in the case of a retiring faculty member, withholding certain privileges of emeritus status.

**4. INTERPRETATION AND REVISION OF POLICY** The Office of the Provost interprets this policy; any changes to this policy shall be made pursuant to the procedure for amendments contained in Section IV of the Faculty Handbook.

Approved by the Faculty Assembly, October 28, 2006

**INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL FACULTY  
CLEARANCE FORM**

\_\_\_\_\_  
Name: Last, First, Middle

\_\_\_\_\_  
Separation Date

\_\_\_\_\_  
Home Department/Program/School/  
Administrative Office

\_\_\_\_\_  
New Address (Work or Home)

\_\_\_\_\_  
Host Department/Program/School/  
Administrative Office (if applicable)

\_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
New Telephone Number (including area code)

Location	Transaction	Signature	Date
Your Academic / Administrative Unit(s)	Removal of access to administrative systems, collection of travel and small purchase cards, keys* and college identification cards*. Return all loaned equipment* (including computers and software). Resolve all travel advances or other miscellaneous accounts receivable, return any institutional credit cards. <b>Instructional faculty</b> submit grades and student records. <b>Instructional faculty should be particularly attentive to secure retention of student records that might fall under the Family Education and Privacy Act (FERPA).</b>		
Reves Center	Faculty holding H1-B or J-1 visas must be cleared by the Office of International Students, Scholars, and Programs.		
Provost's Office	Certify that any books, periodicals, media, loaned equipment, library cards*, and outstanding fines have been cleared with Swem Library, other College libraries, and/or Parking Services as appropriate.		

\*May not apply to emeriti; see paragraph 2 of Faculty Clearance Policy and Procedures.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost's Office Signature

\_\_\_\_\_  
Date