



**Clearance Form – Separating Faculty and Staff**

Name \_\_\_\_\_ TCU ID \_\_\_\_\_

Department/Unit \_\_\_\_\_ Last Working Day \_\_\_\_\_

*Supervisor should initial applicable items to be cleared. All items must be cleared or satisfactory arrangements made for clearance prior to last day of employment. By signing, the employee also certifies that any on-the-job injury during the course of employment has been reported to the supervisor. Faculty – Forward this completed form to the office of the Vice Chancellor for Academic Affairs. Staff – Attach this completed form to the PAF and forward to appropriate Vice Chancellor.*

**Items Cleared (Certified by Supervisor)**

- TCU ID Card
- TCU long distance telephone card and/or credit cards
- Office/building keys
- University property (hardware, software files, cellular phone, pager, etc.)
- Other \_\_\_\_\_
- Library clearance (E-mail or signed clearance must be attached.)

**Signatures**

\_\_\_\_\_  
Employee/Date

\_\_\_\_\_  
Supervisor/Date

\_\_\_\_\_  
Dean/Unit Head/Date

\_\_\_\_\_  
Vice Chancellor/Date

**Original w/PAF (staff) to: VC for Academic Affairs (faculty) or HR (staff)      Copies to: 1) Dean/Unit Head 2) Supervisor**