

## Board Policies

### **ACADEMIC AFFAIRS**

#### **273.00 FACULTY CHECK-OUT PROCEDURES**

It is the professional responsibility of all full-time faculty to perform those duties specified on the "Check Out Form" provided by the Vice President of Academic Affairs at the conclusion of each academic year or upon termination of employment. The final salary payment will not be made until the approved "Check Out Form" is presented to the Vice President of Academic Affairs. Names of Faculty not fulfilling this obligation will be submitted to the President for review.

Adopted October 18, 1971  
Reviewed July 11, 1989  
Revised July 21, 2008  
Revised March 14, 2022