
FACULTY/STAFF RESIGNATION POLICY AND PROCEDURES

PURPOSE: To develop a policy for faculty and staff upon resignation to the University.

I. Notification of Resignation

- A. All notifications of resignation should be placed in writing to the immediate supervisor indicating last day of work. It is expected that two (2) weeks notification should be given, though more notice will assist in recruitment and selection of a replacement.
1. For classified employees, please forward a copy of your notification of resignation to the Human Resources Department (HRD). Forms separating a classified employee from the payroll will be originated by HRD.
 2. For professional staff and faculty, please forward a copy of notification of resignation to the HRD, the dean, Provost or appropriate vice president. An [Employment Action Form](#) must be originated by the employing department to separate the employee from payroll.

II. Exit Forms

Exit forms will be sent to the employee and shall be completed and returned to HRD. The employee should contact HRD to make an appointment for processing separation paperwork which includes retirement, health insurance, and other benefits.