## Documentation Required for Ending Faculty Appointments

<table>
<thead>
<tr>
<th>Track</th>
<th>Reason(s)</th>
<th>Required from Department*</th>
<th>Administrative Notes</th>
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</thead>
</table>
| C-E, Tenure                        | Resignation; transition to Academic Clinician track                       | 1. Faculty Termination form  
2. Resignation letter or email that includes effective date, new location, and new position | • If terminal appointment and there is no resignation letter, attach terminal appointment letter.  
• When submitting both a resignation letter and termination form, ensure the dates and reason are consistent.                                                                                                         |
| C-E. Tenure                        | Retirement from Penn  
• Regular Retirement  
• FIAP                                                                     | 1. Letter or email stating intention to retire and effective date                       | • Change to emeritus status will be processed and submitted for Provost approval.  
• Standing faculty (Tenure and C-E) are the only tracks eligible to become Emeritus status upon retirement.                                                                                                          |
| AC, Research                       | Resignation or Retirement                                                | 1. Faculty Termination form  
2. Resignation letter or email that includes effective date, new location, and new position | • If terminal appointment on Research track and there is no resignation letter, attach terminal appointment letter.  
• When submitting both a resignation letter and termination form, ensure the dates and reason are consistent.  
• Emeritus status does not apply.                                                                                                                                  |
| Adjunct, Clinical, Wistar, Visiting| Resignation, Retirement, or end of appointment                           | 1. Faculty Termination form                                                            | • If Clinical track termination, indicate if remaining PMC (if applicable).                                                                                                                                            |
| All Tracks                         | Death                                                                     | 1. Email to FAPD, including date of death                                              |                                                                                                                                                                                                                      |

* Work with payroll coordinator to ensure required information has been entered into the system.  
** When submitting resignation letters and termination forms, ensure the dates and reasons are consistent across both documents.