

### Documentation Required for Ending Faculty Appointments

Track	Reason(s)	Required from Department*	Administrative Notes
All Fulltime Tracks	Resignation or Retirement (Including FIAP for eligible tracks)	<ol style="list-style-type: none"> <li>1. <a href="#">Faculty Termination form</a></li> <li>2. Resignation letter or email that includes effective date, new location, and new position</li> </ol>	<ul style="list-style-type: none"> <li>• If terminal appointment and there is no resignation letter, attach terminal appointment letter. Faculty Termination form <u>must</u> be completed for all terminal appointments.</li> <li>• When submitting both a resignation letter and termination form, ensure the dates and reason are consistent.</li> <li>• Standing faculty (Tenure and C-E) are the only tracks eligible to become Emeritus status upon retirement.</li> </ul>
All Fulltime Tracks	Track Change	<ol style="list-style-type: none"> <li>1. <a href="#">Faculty Termination form</a></li> <li>2. Resignation letter or email that includes effective date and new faculty track</li> </ol>	<ul style="list-style-type: none"> <li>• When submitting both a resignation letter and termination form, ensure the dates and reason are consistent.</li> <li>• Select 'Track Change' as the Reason when submitting the termination form.</li> </ul>
Adjunct, Clinical, Wistar, Visiting	Resignation, Retirement, or end of appointment	<ol style="list-style-type: none"> <li>1. <a href="#">Faculty Termination form</a></li> </ol>	<ul style="list-style-type: none"> <li>• If Clinical track termination, indicate if remaining PMC (if applicable).</li> </ul>
All Tracks	Death	<ol style="list-style-type: none"> <li>1. Email to OAA, including date of death</li> </ol>	

\* 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.

Updated 9/2024