

Office of Faculty Affairs
Medical Science Building, C-594
Rutgers, The State University of New Jersey
185 South Orange Avenue
Newark, NJ 07103

njms.rutgers.edu

p: 973-972-5500 f: 973-972-7691

FACULTY SEPARATION (UNPAID FACULTY)

NAME:	EFFECTIVE DATE:
DEPARTMENT:	

PROCESS IMMEDIATELY

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
Letter from Faculty to Chair (Resignation Letter)			Department
Letter from Chair to Dean			Department
Complete Process:			
Prepare FTF			Office of Faculty Affairs
Upload FTF into Perceptive Content			Office of Faculty Affairs
3. Finance approval			Office of Faculty Affairs
4. Dean's approval			Office of Faculty Affairs
5. RBHS approval			Office of Faculty Affairs
6. Finalized FTF in FIS			Office of Faculty Affairs
7. Update FIS			Office of Faculty Affairs
8. File Documents and Move File to Terminated			Office of Faculty Affairs